# Castle Donington parish council

Minutes of the Full Council Meeting held on Thursday 21 December 2023 at 7.00pm at The Community Hub, 101 Bondgate, Castle Donington

### present : Cllrs K Bradley, L Cope (in the chair), R Else, C Hills,

### M Kitchener, P Norwell and A Saffell. Cllr R Canny (NWLDC) and Cllr C Smith (LCC).

**4991/23 APOLOGIES:** Cllrs M Barker-Lane (work), C Burton (personal), J Manley (personal), M Rogers (work) and A Sowter (personal). NWLDC Cllr A Morley. **RESOLVED:** To receive and approve the apologies.

**4992/23 ABSENT:** Cllr B O’Dowd

### 4993/23 DECLARATIONS OF INTEREST:

Cllr K Bradley declared a disclosable pecuniary interest in relation to his partner works for the Parish Council.

Cllr L Cope declared a disclosable pecuniary interest in relation to her son’s girlfriend works for the Parish Council.

Cllr P Norwell declared a disclosable pecuniary interest in relation to family members who work for the Parish Council.

Cllr M Kitchener declared an other registerable interest as an employee of Biffa who provide waste services to the Parish Council.

### 4994/23 CONFIRMATION OF MINUTES

To confirm the minutes of the following meeting of the Parish Council:

1. Full Council – 30 November 2023. **RESOLVED:** Toapprove the minutes.

### 4995/23 CHAIRMANS REPORT

Nothing to report.

**4996/23 REPRESENTATIVES REPORTS INCLUDING REPORTS FROM LCC, NWLDC COUNCILLORS and POLICE**

1. Police report – Police not in attendance. Report had been distributed to all Councillors. **RESOLVED:** Toreceive the information.
2. Classic Car Club – Cllr K Bradley thanked the PC for the use of the Hub for the last 18 months. The club is growing from strength to strength and will continue in to 2024. There are 500 members on the Facebook page and they have raised over £1500 for the Air Ambulance. **RESOLVED:** Toreceive the information.
3. Cllr Canny NWLDC – Attended recent meeting regarding Download where a new company is now running the event with a lot of positivity. Concerns were raised that there had been no breaches of the licensing agreement and it was advised that it needs to be tightened up going forward. All authorities had previewed the traffic management plan before the event and no concerns had been raised despite double the amount of people attending the event in a shorter time frame. **RESOLVED:** to receive the information.

### 4997/23 CLERK’S REPORT

1. Licensing Act 2003 training is on 17 January 2024. **RESOLVED:** Councillors to advise the Clerk if they wish to attend.
2. Litter Wombles held a group litter pick on 9 December. Coffee and mince pies were provided by the Parish Council as a thank you for their work in keeping the village tidy which was appreciated by the Litter Wombles. **RESOLVED:** To receive the information.
3. Mental Health Friendly Places – Leicester, Leicestershire and Rutland is offering free training for those facilities that can offer support which will allow those on the front line to recognise signs and symptoms of poor health and being able to signpost to local mental health and wellbeing services. **RESOLVED:** Councillors to advise the Clerk if they wish to attend.
4. Section 106 payment for off-site play provision in relation to the one off Bosworth Road has been applied for. This will be in the region of £42,794. **RESOLVED:** To receive the information.

### 4998/23 ACCOUNTS

1. **RESOLVED:** To approve payments scheduled for December including payment of wages as circulated to all councillors at a total cost for the month of £46,088.31.

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Amount** |
| Tredomen Farm Ltd | Reindeer | 825.00 |
| Martyn Lee | Fuel | 45.92 |
| RJ Executive Cleaning Solutions | Cleaning | 468.00 |
| Beta Electrical Contractors | Electrical Works at the Spital | 136.44 |
| Beta Electrical Contractors | Electrical Works at the Spital | 572.70 |
| Breaston Mechanical Services | Boiler services | 1,064.39 |
| Buddies Florist | Flowers | 35.00 |
| Little Kingdom | Christmas items | 200.00 |
| ML Plant Hire | Wakes Help | 720.00 |
| ML Plant Hire | Fencing Work | 330.00 |
| Masseys | Padlocks | 64.99 |
| SC IT Solutions Ltd | Computer Costs | 54.00 |
| SC IT Solutions Ltd | Computer Costs | 108.84 |
| SC IT Solutions Ltd | Computer Costs | 29.40 |
| Target Pest Control & Hygiene Ltd | Dog Bins etc | 57.19 |
| Toolstation | Tools | 28.21 |
| T H Heath Contracts Ltd | Christmas Tree | 612.00 |
| Travis Perkins Trading Co Ltd | Materials | 189.65 |
| Aviva | Pension | 33.00 |
| Water plus | Water - village hall | 142.72 |
| British Gas | Gas - Village Hall | 145.04 |
| Peninsula | HR services | 273.86 |
| Telecom Services | Phone | 136.25 |
| Severn Trent Water | Water cemetery | 243.12 |
| NWLDC | Rates Hub | 339.00 |
| NWLDC | Rates Hub | 1,410.00 |
| Canon | Photocopier | 211.08 |
| NWLDC | Rates - Village hall | 257.00 |
| Water plus | Water office | 109.09 |
| Various | Cafe items | 41.78 |
| Chubb | Fire Extinguisher Service | -523.63 |
| NWLDC | Trade Refuse | -10.45 |
| SSE | Electricity Sports Pavilion | 845.64 |
| SSE | Electricity Spital Store | 348.46 |
| SSE | Gas Hub | 384.98 |
| SSE | Gas - Spital Pavilion | 392.14 |
| NWLDC | Rates Cemetery | 58.00 |
| HSBC | Bank Charges | 50.92 |
| Paytek Admin Services Ltd (UTP) | Bank Charges | 22.80 |
| Barclaycard | Bank Charges | 31.48 |
| EE | Phone | 86.46 |
| PEAC | Phone equipment | 322.80 |
| Willow Coffee | Coffee Machine - rental | 72.80 |
| Various | Commercial Card | 514.36 |
| EDF Energy | Electricity Cemetery | 190.16 |
| Water plus | Water Spital Store | 30.59 |
| NWLDC | Trade Refuse | 37.18 |
| NWLDC | Trade Refuse | 188.93 |
| RJ Executive Cleaning Solutions | Cleaning | 828.00 |
| Aldi | Cafe items | 16.63 |
| Huntingdon Stores | Cafe items | 15.12 |
| Aldi | Cafe items | 19.78 |
| Huntingdon Stores | Cafe items | 37.80 |
| Aldi | Cafe items | 14.88 |
| Oaklands | Cafe items | 238.50 |
| Aldi | Cafe items | 28.32 |
| Soldo | Bank Charges | 36.00 |
| Brandon hire Station | Plant hire | 31.28 |
| Oaklands | Cafe items | 27.00 |
| Huntingdon Stores | Cafe items | 9.45 |
| Huntingdon Stores | Cafe items | 9.45 |
| Huntingdon Stores | Cafe items | 18.90 |
| Aldi | Cafe items | 28.05 |
| Fiona Palmer | Christmas items | 362.15 |
| Tylers Cafe | Refreshments various | 48.70 |
| Johnsons General Store | Christmas items | 141.40 |
| Hazel Norwell | Christmas items | 142.27 |
| Michael Thompson | Christmas items | 250.00 |
| First Responders | First Aid at Cmas Cheer | 617.00 |
| Dorothy Ella | Entertainment | 75.00 |
| JB Tool & Hire | Plant hire | 174.14 |
| Little Kingdom | Entertainment | 135.00 |
| Rolls Royce Band | Entertainment | 100.00 |
| James Jones | Entertainment | 250.00 |
| Amanda Bonsall | Entertainment | 50.00 |
| Red Dot - Lucy Adams | Entertainment | 25.00 |
| Chubb | Alarm call out repairs | 143.04 |
| Gleaming Panes Ltd | Window cleaning | 28.00 |
| Jane Hancox | Book Keeper | 334.30 |
| Life Magazines | Advertising | 319.20 |
| RJ Executive Cleaning Solutions | Cleaning | 450.00 |
| Sign it (Nottm )Ltd | Compliment slips | 81.60 |
| St Edwards church | Grant St Edwards | 600.00 |
| Toolstation | Materials | 105.57 |
| TML | Phone | 228.22 |
| Ulyett Landscapes Ltd | Grounds Maintenance | 6,977.06 |
| Viking | Stationery | 334.16 |
| CD Volunteer Centre | Cafe items | 434.09 |
| CD Volunteer Centre | Cafe items | 199.85 |
| Castle Donington Community Library | Library expenses | 64.40 |
| Various | Cafe items | 34.96 |
| Various | Cafe items | 25.07 |
| Staff | Wages | 14,442.10 |
| HMRC | Tax and NI | 4,068.53 |
| Aviva | Pension | 784.82 |
| CD Volunteer Centre | Volunteer shopping | 401.00 |
| Barbara Atkin | cakes | 54.00 |
| Michael Norwell | Cafe items | 7.13 |
| Chubb | CCTV | 314.10 |
|   |   | **46,088.31** |

1. **RESOLVED:** To review and receive receipts for December as circulated to all councillors at a total cost for the month of £17,091.58.

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| **Name** | **Description** |   |
| Samantha Gilmour | Burial fees | 347.00 |
| Dynamic motif Dance & Performing Arts Academy | Bookings - Moira Dale | 196.00 |
| Slimming World | Bookings - Hub | 360.00 |
| Maximum Response Karate | Bookings - Moira Dale | 228.00 |
| The Friday Group | Bookings - Hub | 80.00 |
| The Friday Group | Bookings - Hub | 99.00 |
| Volunteer Centre | Bookings - Hub | 82.50 |
| Volunteer Centre | Bookings - Hub | 72.00 |
| The Friday Group | Bookings - Hub | 98.00 |
| The Friday Group | Bookings - Hub | 80.00 |
| Grotto booking | Santa's Grotto | 6.00 |
| Room hire | Bookings - Hub | 75.00 |
| Amelia's Artisan Bakery | Christmas Market | 10.00 |
| Grotto booking | Santa's Grotto | 6.00 |
| Grotto booking | Santa's Grotto | 3.00 |
| Grotto booking | Santa's Grotto | 12.00 |
| Room hire | Bookings - Hub | 65.40 |
| Grotto booking | Santa's Grotto | 6.00 |
| Grotto booking | Santa's Grotto | 3.00 |
| Grotto booking | Santa's Grotto | 3.00 |
| Grotto booking | Santa's Grotto | 3.00 |
| Hub Cafe | Cafe Takings | 115.90 |
| Hub Cafe | Cafe Takings | 77.80 |
| Hub Cafe | Cafe Takings | 145.95 |
| Hub Cafe | Cafe Takings | 78.70 |
| Hub Cafe | Cafe Takings | 41.40 |
| Hub Cafe | Cafe Takings | 256.00 |
| Hub Cafe | Cafe Takings | 396.10 |
| Castle Donington Community Library | Library expenses | 7.00 |
| Castle Donington Community Library | Library expenses | 3.50 |
| Market stall | Christmas Market | 10.00 |
| Market stall | Christmas Market | 10.00 |
| Market stall | Bookings - Spital | 74.00 |
| Market stall | Christmas Market | 10.00 |
| Market stall | Christmas Market | 10.00 |
| Market stall | Christmas Market | 10.00 |
| Market stall | Christmas Market | 10.00 |
| Market stall | Christmas Market | 10.00 |
| Market stall | Christmas Market | 20.00 |
| Market stall | Christmas Market | 10.00 |
| Flower Club | Bookings - Hub | 75.00 |
| Castle Donington & District Twinning Assoc | Bookings - Spital | 46.00 |
| Twinning Assoc | Bookings - Hub | 27.00 |
| Grotto booking | Santa's Grotto | 6.00 |
| Room hire | Bookings - Hub | 74.00 |
| Grotto booking | Santa's Grotto | 6.00 |
| Grotto booking | Santa's Grotto | 3.00 |
| The Cast | Bookings - Spital | 160.00 |
| Co-operative Funeralcare Long Eaton | Memorial fees | 171.00 |
| Grotto booking | Santa's Grotto | 3.00 |
| Grotto booking | Santa's Grotto | 6.00 |
| Grotto booking | Santa's Grotto | 6.00 |
| Grotto booking | Santa's Grotto | 12.00 |
| Grotto booking | Santa's Grotto | 3.00 |
| Red Dot Theatre Company | Bookings - Spital | 304.50 |
| Grotto booking | Santa's Grotto | 3.00 |
| Grotto booking | Santa's Grotto | 6.00 |
| Kinton & Daughter Family Funeral Directors | Burial fees | 781.00 |
| Grotto booking | Santa's Grotto | 3.00 |
| Grotto booking | Santa's Grotto | 6.00 |
| Hopscotch Nursery | Bookings - Moira Dale | 1,135.25 |
| Slimming World | Bookings - Hub | 540.00 |
| E C Gilbert Ltd | Memorial fees | 72.00 |
| Room hire | Bookings - Hub | 100.00 |
| Kinton & Daughter Family Funeral Directors | Burial fees | 171.00 |
| Castle Donington First Responders | Bookings - Hub | 10.00 |
| The Friday Group | Bookings - Hub | 99.00 |
| The Friday Group | Bookings - Hub | 80.00 |
| Caren Godsell | Bookings - Hub | 126.00 |
| NWLDC | Fly tip removal | 310.00 |
| NWLDC | Bollard | 315.60 |
| Hub Cafe | Cafe Takings | 50.00 |
| Hub Cafe | Cafe Takings | 37.50 |
| Hub Cafe | Cafe Takings | 119.40 |
| Hub Cafe | Cafe Takings | 79.65 |
| Hub Cafe | Cafe Takings | 35.20 |
| Hub Cafe | Cafe Takings | 167.70 |
| Hub Cafe | Cafe Takings | 399.65 |
| Various | Library expenses | 4.00 |
| Grotto booking | Santa's Grotto | 3.00 |
| Castle Donington Community Library | Library expenses | 40.00 |
| Hub Cafe | Cafe Takings | 153.20 |
| Hub Cafe | Cafe Takings | 81.71 |
| Hub Cafe | Cafe Takings | 46.70 |
| Hub Cafe | Cafe Takings | 41.60 |
| Hub Cafe | Cafe Takings | 93.10 |
| Hub Cafe | Cafe Takings | 353.10 |
| Hub Cafe | Cafe Takings | 91.30 |
| CD Volunteer Centre | Volunteer shopping | 300.00 |
| CCLA | Interest | 2,289.71 |
| HSBC | Interest | 491.94 |
| HSBC | Interest | 4,102.52 |
| Library | Cafe items | 27.00 |
| Flower Club | Bookings - Hub | 84.00 |
| Castle Donington Community Church | Bookings - Moira Dale | 162.00 |
| Grotto booking | Santa's Grotto | 15.00 |
| Grotto booking | Santa's Grotto | 25.00 |
| Grotto booking | Santa's Grotto | 6.00 |
|   |   | **17,091.58** |

1. Bank statements and bank reconciliation for December. **RESOLVED:** To review and approve bank statements and bank reconciliation for December.

 Bank balances:

* Current account – £9,032.51.
* HSBC savings account – £65,353.31.
* Public Sector Deposit Fund (earmarked reserves – £502,944.24.
* HSBC savings account (earmarked reserves) – £835,170.99.
* Soldo (pre-payment card) – £406.68.

### 4999/23 POLICIES AND PROCEDURES, ANNUAL REVIEW AND APPROVAL OF NEW

1. Code of Conduct – one change from NWLDC changing the word members to Councillors. **RESOLVED:** To accept the change.
2. Standing Orders – reverted back to the model policy. **RESOLVED:** To accept the change.
3. Financial Regulations – increased some amounts to £5000 as a more realistic amount. **RESOLVED:** To accept the change.
4. Financial Reserves – no changes made and working toward the auditor recommendations. **RESOLVED:** To accept the policy.
5. Risk Assessment and Management procedures – review. **RESOLVED:** To defer to the January meeting.
6. Business Plan – review. No changes to the policy document just updated figures as it was approved prior up to 2027 with minor changes due to works being completed. Update required to paragraph 4. **RESOLVED:** To defer to the January meeting.
7. Investment Strategy – New. **RESOLVED:** To accept the policy.
8. Room hire and pitch policy – New/update. **RESOLVED:** To accept the policy.
9. Facilities storage policy – New. **RESOLVED:** To accept the policy.

### 5000/23 RECREATION COMMITTEE MATTERS

To approve a one-off contribution to the college towards the costs of installing a 3G pitch with public access. **RESOLVED:** The Parish Council would confirm that in principle, it will be happy to support this project in the sum of a one-off grant of £100,000, subject to a suitable legal agreement being in place between all three parties, and that public access is confirmed through the agreement.  Payment of the funds will be made at an appropriate time, that the Football Foundation are satisfied, and the project is confirmed as progressing.  No additional payment request for ongoing maintenance, etc will be paid by the Parish Council.

### 5001/23 AMENITIES committee MATTERS

Update report on Christmas events, including Christmas cheer and at the Community Hub.

1. Christmas event debrief 2023 and forward plan for 2024

Thank you to everyone who made this event great. Those who helped in the planning and on the evening. Everyone should be proud of this achievement.

A brief catch-up with those involved highlighted a few areas where there may have been minor issues and where improvements can be made going forward. The positives outweigh the negatives. This could be seen by the large numbers of public attending and the happy smiley faces, especially of the young people.

A general discussion took place about the way forward for 2024. The outcome of which is that this event that has grown in popularity since it started some 20+ years ago and now needs to change and evolve to something that will work for the increasing numbers of attendees and allow more inclusion and involvement for many more.

This year saw some changes along with the existing format. However, for 2024, the format of the event will need to change and evolve again. The general plan is to have a longer event, with more activities and potentially stalls and rides and change the day. This will allow for an event more suitable for the size of the parish and growing numbers of attendees. This format is based upon looking at other councils of similar size and seeing how and what they do.

Christmas 2024

* Will be held on Saturday 30 November.
* Start time 2pm – 6pm.
* Main event area/stage.
* Sound along larger area of street.
* Compere.
* Live music/groups.
* Programme.
* Shops/businesses invited to participate.
* Limited number of additional stalls and activities. These will be chosen carefully so as not to detract from the local businesses/shops.
* Live reindeer.
* Santa.
* Characters.
* Children’s rides.
* Sponsorship/business involvement investigated.

**RESOLVED:** To accept the update report and book what is required.

1. Christmas events and activities

Letters to Santa has yet again proved very successful with getting on for 200 handwritten replies sent out. Special thanks to Mrs Clause and the elves.

Christmas Market has yet again proved very successful with many local groups and charities being able to hold a stall at minimal cost. Café was open and benefited from the event.

Santas Grotto was enjoyed by approximately 100+ children. This was a fab morning and enjoyed by all those in attendance. It was great to see young families being able to mix and chat while the children enjoyed their special time with Santa. Special thanks to Santa and the elves.

Christmas tree festival. This is the third year that this has been run at the Community Hub. The main hall, reception and library have over twenty-five trees displayed. Thank you to all those who have participated and made this happen.

Library Christmas quiz was a great event and raise much needed funds for them.

GrowCookShare and Friday Group’s Christmas dinners were fantastic and enjoyed by all those who attended. Many thanks to all the kitchen staff and volunteers who made this happen.

Christmas music and carol concerts have taken place at the Parish Council facilities. These have been a great successful but have necessitated lots of quick turnarounds for the caretaking team!

All in all, it has been a busy few weeks, and thanks to all the team of staff and volunteers who have made these events happen, as they feedback from those that attended has been fantastic.

**RESOLVED:** To accept the update report.

### 5002/23 PLANNING COMMITTEE – cllr P NORWELL – planning VICE chairman

1. **RESOLVED**: To make the following comments in respect of plans received.

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| --- | --- | --- | --- |
| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** |
| 23/00939/FUL | 2A Borough Street | Change of use and conversion of building to create three residential units - AMENDED APPLICATION | No objection as long as the Conservation Officer is satisfied. |
| 23/01338/FUL | Land to the North of Welsted Road | Proposed convenience store (Class E) with associated parking, landscaping works and infrastructure - AMENDED APPLICATION | No objection |
| 23/01614/TCA | 70 High Street | Works to 1 no conifer tree and 1 no ash tree (Unprotected tree in a conservation area) | No objection |
| 23/01545/FUL | 44C - 44D Borough Street | Change of use of first and second floors offices (Class E) to 4 no 1 bedroom flats (Class C3) including replacement upvc windows | No objection subject to the Conservation Officer being satisfied especially regarding windows. |
| 23/01609/FUL | 58 Park Lane | Erection of single storey rear extension, front porch, raised patio and alteration to change garage door to window | No objection |
| 23/01637/FUL | 28 Hillside | Installation of external wall insulation | No objection |
| 23/01590/OUT | 10 Hastings Street | Erection of 1 no. dwelling (outline - scale, layout, appearance and access) | OBJECT - CDPC feels this application is over development of the site. Concerns also regarding highway access and note that no comment received to date from Highways. |
| 23/01633/FUL | Land known as Kings Mills Caravan Park | Replacement of 20 touring caravan pitches with 16 static caravans (lodges) along with change of use of building to provide club house/gym/sauna and erection of a bin store | No objection providing the lodges are aesthetically sympathetic to the area due to the proximity of heritage buildings e.g. wooden lodges |

1. **RESOLVED:** To receive planning decision notices.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** | **DECISION** |
| 23/01396/AIR | Taxiway Mike Airfield, East Midlands Airport | Proposed taxiway works, widening of turning fillet to Taxiway Mike | No objections | Approved |
| 23/01599/CLP | 61 The Biggin | Certificate of Lawful Proposed development for a rear dormer window; a Velux roof light to the front elevation; a first floor side obscurely glazed window; and external insulation and rendering of the entire property | No comment requested for information only | Approved |
| 23/01593/AGP | Land off Back Lane | Proposed agricultural building (Agricultural Prior Notification) | No comment requested for information only | Approved |
| 23/01594/AGP | Land off Back Lane | Proposed agricultural private way (Agricultural Prior Notification) | No comment requested for information only | Approved |
| 23/01257/FUL | Former Castle Donington Power Station | Erection of timber post and rail fencing | No objections | Approved |
| 23/01397/FUL | 10 Monteith Place | Erection of single storey rear extension | No objections | Approved |
| 23/01178/LBC | Donington Hall | Internal alterations to Donington Hall, Mew Cottages/stables and the Dairy so as to facilitate operational enhancements and an increase in the number of bedrooms from 44 to 49 associated with the change of use of Donington Hall to a C1 (hotel) use | No objection | Approved |
| 23/01177/VCIM | Donington Hall | Change of use of Donington Hall, attached chapel, game room, dairy and stable to hotel accommodation under use class C1nal alterations comprising the erection of single storey extension to the rear of the main hall, a covered walkway between the stables and main hall, refurbishment of existing replica windows, replacement of uPVC windows, a cast iron fire escape, gas tank storage area (underground), provision of electric vehicle charging points and cycle parking approved under planning permission 22/00791/FULM without complying with condition number 2 so as to increase the number of bedrooms from 44 to 49 | No objection | Approved |

1. **RESOLVED:** To receive notification of a withdrawn application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** | **DECISION** |
| 23/00877/FUL | 52 The Spittal | Erection of detached timber garage | No objection as long as the Conservation Officer is satisfied | Withdrawn |

Meeting closed 8.30pm

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_