# Castle Donington parish council

Minutes of the Full Council Meeting held on Thursday 25 January 2024 at 7.00pm at The Community Hub, 101 Bondgate, Castle Donington

### present : Cllrs M Barker-Lane, K Bradley, C Burton, L Cope (in the chair), R Else, C Hills, M Kitchener, J Manley, P Norwell, B O’Dowd, and M Rogers.

### Cllr R Canny (NWLDC) and Cllr A Morley (NWLDC).

**5009/24 APOLOGIES:** Cllrs A Saffell (personal) and A Sowter (personal). **RESOLVED:** To receive and approve the apologies.

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### 5010/24 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.

Cllr J Manley declared an other registerable interest as the Treasurer of Love Castle Donington

Cllr C Burton declared an other registerable interest as a Trustee and Chairman of the Library.

### 5011/24 CONFIRMATION OF MINUTES

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

1. Full Council – 21 December 2023. **RESOLVED:** Toapprove the minutes.
2. Budget Full Council – 19 January 2024. **RESOLVED:** Toapprove the minutes.

### 5012/24 CHAIRMANS REPORT

1. It seems such a long time since our last Full Council meeting just before Christmas so I hope everyone had a good festive season and wish everyone a happy New Year.
2. It was sad to learn of the passing of Olive Sowter, Councillor Sowter’s wife, and our condolences to Angus and his family. I attended Olive’s funeral on behalf on the Parish Council.
3. I was unable to attend the Library AGM on January 9th as I was previously committed to a personal event.
4. Sadly, I wasn’t well on 15th January so unable to attend The Police Community Liaison event but will attend the Police Parish Surgery on Tuesday 6th February.
5. I did attend a zoom meeting on Licensing Act Training. Knowing very little about the Licensing Act it was valuable to learn how businesses and special events obtain a license to sell alcohol. It was a lengthy meeting with a lot to learn but valuable nevertheless.
6. The budget meeting passed quickly with unanimous acceptance of the plans, and I would like to thank the Clerk for her hard work in producing such a comprehensive and understandable budget and precept.
7. I took a bouquet of flowers to Mr & Mrs Kelly of Bosworth Road to celebrate their Golden Wedding Anniversary. Mrs Kelly was thrilled to receive the flowers and asked me to pass on her thanks to the Parish Council
8. I tried to attend a zoom meeting about forward plans for the airport but was unable to join – don’t ask me why – technology!! However, I did attend the Q & A session after. I will be able to be more informative when the slides and report is sent through. I will share with everyone once that has been received.
9. I met Tony and Patrick – the local police on our patch, yesterday for coffee and just a general chat. It was good to establish a working relationship with them as they no longer attend frequent Council meetings anymore. They are now allocated one per year per council. They did however say that they felt to attend more often would be beneficial and will try to attend at least twice. They are going to try and attend the hub weekly for a coffee to allow anyone to chat to them so a useful police presence.
10. With all the proposed development around at the moment it is important that I attend the online Local Plan session on Monday 12 – 13.30 on Monday 30th. There will also be a meeting at 16.00 on Wednesday 7th at the Hub.

**5013/24 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. Cllr Canny NWLDC – Attended recent meeting with Cllr O’Dowd and LCC regarding flooding at Cavendish Bridge as to what processes are in place and what else can be done to assist. It was established that the help of another Flood Warden would be beneficial and somewhere to store sandbags is a requirement. **RESOLVED:** To write to NWLDC requesting a container and location to store sandbags.
3. Storm Henk and Flood update - Cllr T Pendleton not in attendance therefore no report available. **RESOLVED:** To receive the information.
4. East Midlands Airport Parish Forum – report from November meeting - Cllr A Sowter not in attendance therefore no report available. **RESOLVED:** To receive the information.
5. CD Community Library trustees meeting – update report. (CB). Recently attended the Trustees meeting in January. The library is doing well with a significant increase in footfall with 1680 borrowers and 264 new jointers. It was agreed that going forward the Trustees and Management meetings will be held at the same time. **RESOLVED:** To receive the information.
6. Traffic calming for High Street – update report (MR). This is still at the detailed design stage with Cllr Rogers trying to expedite it as a priority. Section 106 states there is 5 years to complete the works after receiving the money and it is currently stands at 3 /12 years into that period. **RESOLVED:** To receive the information.

### 5014/24 CLERK’S REPORT

1. Parish Council website provider – update report on recent issues and plan for way forward. The existing web provider gave 3 month’s notice that they wouldn’t be providing this service after the end of March 2024. LRALC have been liaising with the various companies and have circulated information so that parish councils are aware of the current situation. The original web designer, Cuttlefish Multimedia can continue to provide for the parish councils’ website needs. The plan for Castle Donington would be to stay with the original web designer and work with them to make the website more interactive, with the possibility of a new design concept. **RESOLVED:** To receive the information.
2. Mobile phones upgrades and iPad purchase for grounds staff. Update report on costs. The Parish Council mobile phones are at the end of the contract period, and a sim only service has now been moved too. This has allowed for an iPad, as agreed for by the Parish Council, for the grounds team, to be obtained and included in this contract at less than the original mobile phone contract. **RESOLVED:** To receive the information and upgrade one mobile phone.
3. New bin supplier – update report. The new bin service is working well. It is very interactive, and the staff are aware if a service is not provided and why and is backed up with evidence of reports and photos. Very pleasing early days. **RESOLVED:** To receive the information.
4. Fire risk assessments for all parish council owned facilities – update report on outstanding matters and any necessary plans for work that might be necessary. The independent fire risk assessments have been reviewed, and a number of recommendations have been undertaken, including additional and improved signage. There is still some recommended work outstanding, but this is due to obtaining quotes, this includes the fire alarm system and some work to the doors at the Community Hub main hall entrance. One matter is later on the agenda, others will be brought to council in due course, once the information is available. **RESOLVED:** To receive the information.
5. Tree inspection reports of high-risk areas – update report. This work is actually programmed for the end of the month, however, based on the active maintenance undertaken on Parish Council owned trees, there has been no significant tree problems during the recent storms. **RESOLVED:** To receive the information.

### 5015/24 ACCOUNTS

1. **RESOLVED:** To approve payments scheduled for January including payment of wages as circulated to all councillors at a total cost for the month of £????.
2. **RESOLVED:** To review and receive receipts for January as circulated to all councillors at a total cost for the month of £??????.
3. Bank statements and bank reconciliation for January. **RESOLVED:** To review and approve bank statements and bank reconciliation for January.

 Bank balances:

* Current account – £??????.
* HSBC savings account – £???????.
* Public Sector Deposit Fund (earmarked reserves – £????????.
* HSBC savings account (earmarked reserves) – £????????.
* Soldo (pre-payment card) – £?????.

**5016/24** **To confirm request for a grant to support the Castle Donington Community Library**. A grant application form and supporting accounts has been supplied. The library is active in fund raising and have held a number of events and applied for grants too. However, the situation is that the running costs are in excess of £6,000 per year and therefore it needs to continue to look at options to ensure that there is sufficient to keep it running for the foreseeable. **RESOLVED:** To approve £1000 grant as requested.

### 5017/24 TO CONFIRM REQUEST FOR A GRANT TO SUPPORT THE CASTLE DONINGTON TWINNING ASSOCIATION AND THE ANNUAL FRENCH VISIT IN MAY 2024

The Twinning Association has historically managed to support the exchange visits through fund raising. This is becoming harder due to the limited numbers of active members. When the Twinning Association goes to France, there are always very elaborate activities put on. The Twinning Association would like to try and encourage more new members, and reciprocate what it is enjoyed in France, hence the reason for asking for a contribution towards the costs of this year’s events. **RESOLVED:** To defer to the next meeting and invite the Twinning Association to present their request to the Parish Council.

### 5018/24 COMMUNITY HUB

1. Update on recent decorating works. The planned decoration works have been undertaken and had little impact on bookings and use as this was managed to be undertaken during the Christmas break in the main. The protective dado rail is on order. Hopefully, when fitted will then protect the walls from further damage caused by stacking chairs and tables. **RESOLVED:** To receive the information.
2. External finish – To consider quote (s) for works for the external finish of the Community Hub. Obtaining quotes for this work has been hard and tiresome. Meetings have been held with a number of contractors, however, only one has quoted to date. **RESOLVED:** To defer to future meeting pending another quote.
3. New parking system and signage – update report. Company contacted and confirmed acceptance. Waiting for new signs and then will put process into place. **RESOLVED:** To receive the information.

### 5018/24 Policies and procedures, annual review and approval of new – deferred from last meeting.

The policies had been reviewed and updated and circulated to all councillors.

1. Risk Assessment and Management procedures – the policy was discussed with a suggestion for a timetable plan to be put in place. **RESOLVED:** To accept the policy with the addition of a timetable plan.
2. 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 and an update to paragraph 4. **RESOLVED:** To accept the change.
3. CCTV policy – review. **RESOLVED:** To accept the policy.
4. Bodycam policy – review. **RESOLVED:** To accept the policy.
5. Statement of Internal Control policy – review. **RESOLVED:** To accept the policy.
6. Complaints policy – review. **RESOLVED:** To accept the policy.
7. Equality and Diversity policy – review. **RESOLVED:** To accept the policy.

### 5019/24 RECREATION COMMITTEE – cllr c BURTON – RECREATION chairman

1. Footpath L57 (Moira Dale) improvement scheme – update report. LCC is still progressing revised plans and quotes for the work. It is hopeful they can get the work done now within the funding received as part of the SEGRO development consent order. **RESOLVED:** To receive the information.
2. Land behind Moira Dale – update on purchase. This had stalled due to NWLDC solicitor inactivity. There is now a person leading on this on behalf of the Parish Council, and things seem to be moving forward. No further updates currently. **RESOLVED:** To receive the information.
3. CD Rugby Club – update report on recent meeting. Discussions with the new members of the club took place. Updates were given on what plans and ideas, the club has going forward. Concerns were raised about drainage issues on the pitch at the Spital Park; see later agenda item. Discussions took place about eh possibility of contributing to the 3G project, so that rugby could use it. The college and rugby club details to be exchanged. The Parish Council donation information was shared with the club. **RESOLVED:** To receive the information.
4. Foxbridge public open space – update report. No updates to date. Clerk has chased up following on from site meeting last year, but nothing to date. **RESOLVED:** To receive the information.
5. Spital Park – works in connection to the development on Spittal Heights – update on outstanding matters. Meeting held with developer contractor, who has confirmed that where the drain was fitted, work has started to fill this in where it has sunk, but due to weather this hasn’t been finished. It is in hand and will be done as soon as the weather is more suitable. The main track into the site, is full of potholes again, however, this developer contractor has confirmed that he will fill and level this when doing the other work. There is still some tree planting, along Campion Hill that is outstanding, which they are aware of and will get this done again when weather and work allows. **RESOLVED:** To receive the information.
6. Turf allotments – update report on new key system (issues and complaint); planned works for the track, ditches and repairs to boundary fence. Work to the ditches and track is required. Quotes still being sought. The new key system seems to be working in the main. There has been one complaint about having to pay for the key, but when everything is explained the plot holder is accepting. **RESOLVED:** To receive the information.
7. Spital Park – update report on planned works in relation to drainage matters, overgrown trees and carpark security matters. Work to the ditches by the orchard and alongside the rugby pitch is required. Quotes still being sought. Tree work is related to the orchard ditch work. **RESOLVED:** To receive the information.
8. Stone Hill playing – update report on planned works in relation to drainage matters. Work to the ditches is required. Quotes still being sought. **RESOLVED:** To receive the information.
9. Football Foundation grant application – update report on outstanding grant monies. For some reason, this is taking a long while. The Football Foundation has had all the information requested, but getting a response is slow. Clerk and CD football club continue to chase. **RESOLVED:** To receive the information.
10. 3G project at the college – update report on progress to date. Confirmation of Parish Council support sent through to the college and academy. No further updates to date. **RESOLVED:** To receive the information.
11. Spital pavilion – to ratify quote for a replacement boiler. The boiler for the hall side stopped working before Christmas, causing an issue for people hiring the facility. Electric heaters were purchased to heat the rooms, for the short-term, and quotes were obtained for a replacement boiler. Due to the urgency of getting work complete, the lowest quote, from the Parish Council’s regular contractor has been accepted at a cost of £1,700.00. **RESOLVED:** To ratify the quote.
12. Spital pavilion – update report on recent decorating works. The planned decoration works have been undertaken and had little impact on bookings and use as this was managed to be undertaken during the Christmas break in the main. The protective dado rail is on order. Hopefully, when fitted will then protect the walls from damaged caused by stacking chairs and tables. **RESOLVED:** To receive the information.
13. Village Hall renovation works – update on outstanding matters and costs to date. Most of the works have now been undertaken, there are still a few outside jobs that need doing, to the fascia’s and soffits, garage doors, fencing, etc. The cost to date for all the renovation works is £153,829.00, still leaving plenty to finish off the outstanding works. **RESOLVED:** To receive the information.
14. Village Hall – to consider quotes for the installation of an appropriate fire alarm system. Quotes have been obtained to install a fire alarm system in line with the Fire Risk Assessment undertaken. Quotes have been obtained from 2 companies, both circa £15,000.00. **RESOLVED:** To approve the quote that provides an L1 system.

### 5020/24 AMENITIES committee

1. May Market – update report. Arrangements are in place for most matters, to hold a May Day traditional English event, away from the medieval theme. Expected costs are within budget. Stalls will now be advertised. **RESOLVED:** To receive the information.
2. Cemetery bin issue – update report on the current situation following the Christmas period. The issue that was reported in relation to flowers and adornments not being placed in the bins, but being dumped on the ground and benches, has now improved and almost ceased since the new bins have been installed. **RESOLVED:** To receive the information.
3. Potential summer event – update report. There are a number of options being explored currently. Further details will be brought to future meetings. **RESOLVED:** To receive the information.

### 5002/23 PLANNING COMMITTEE – cllr M ROGERS – planning chairman

1. Local Plan consultation – drop-in event details and details of consultation period.
* Kegworth Village Hall: Monday 5 February, 3pm to 7pm
* Diseworth Heritage Centre: Tuesday 6 February, 3pm to 7pm
* Castle Donington Community Hub: Wednesday 7 February 4pm to 7.30pm
* New Life Church, Coalville: Monday 12 February, 3pm to 7pm
* Measham Leisure Centre: Wednesday 14 February, 3pm to 7pm
* Ibstock College: Thursday 15 February, 4.30pm to 7.30pm.

**RESOLVED:** To receive the information.

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

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| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** |
| 23/01697/EAS | Land South of East Midlands Airport, Isley Woodhouse | Scoping Opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 in respect of proposed new settlement | Castle Donington Parish Council agrees with South Derbyshire District Council, in that this should be considered through a Local Plan review process, not as a result of a speculative planning application. |
| 23/00883/FULM | Land North of Hilltop Farm, Hill Top | Erection of 35 B8 units together with associated access, parking and servicing areas | [Planning objection - 23-00883-FULM.docx](file:///C%3A%5CUsers%5Cdeputy%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.MSO%5CPlanning%20objection%20-%2023-00883-FULM.docx) |
| 23/01662/ADC | Co-op Trent Lane | Display of 2 no internally illuminated solar powered double sided totems, 2 no internally illuminated Co-op logos, 1 no internally illuminated Co-op funeral care fascia, 1 no externally illuminated Co-op funeral care fascia by trough lighting, 1 no flat dibond fence mounted panel, 1 no internally applied opening hours vinyl and 2 no post mounted car park directional signs | No objection |
| 23/00939/FUL | 2A Borough Street | Change of use and conversion of building to create three residential units | No objection as long as the Conservation Officer is satisfied |
| 23/01514/FUL | A6 Maple Road | Change of use of the site from Telecoms Sales office/warehouse to a Dance/Performing Arts School | No objection |
| 24/00072/EAS | East Midlands Gateway Development, Ashby Road | Scoping Opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 in respect of industrial and logistics development | Castle Donington Parish Council reserves commenting until a full application is made however it will look to support the concerns of Long Whatton & Diseworth Parish Council. |

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

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| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** | **DECISION** |
| 23/01373/FUL | 60 Park Lane | Erection of two storey side extension and single storey rear extension | No objections | Approved |
| 23/01307/VCU | 67 High Street | Conversion of existing barns to two dwellings and the erection of 2 dwellings to include access and parking provision without complying with condition 2 of planning permission 20/00682/FUL to vary the site layout, plot plans and elevations to plot no. 4 to allow for a raised ridge height | No objection as long as the Conservation Officer is satisfied | Approved |
| 23/01376/CLP | 108 High Street | Certificate of Lawful Proposed Use for the erection of a detached garden building | 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 |
| 23/01614/TCA | 70 High Street | Works to 1 no conifer tree and 1 no ash tree (Unprotected tree in a conservation area) | No objection | Approved |
| 23/01511/CLE | 67 High Street | Certificate of existing lawful development to confirm implementation of planning permission 20/00681/FUL | No objection | Approved |
| 23/01623/CLP | 7 Garden Crescent | Certificate of lawful proposed development for erection of a garden building within the existing residential curtilage to provide garden storage, home office, shower room, games/play room and bedroom for use by a family member as an annexe form of accommodation | FOR INFORMATION ONLY - no comment requested | Refused |

Meeting closed 8.50pm

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

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