# Castle Donington parish council

Minutes of the Full Council Meeting held on Thursday 26 January 2023 at 7.00pm at The Community Hub, 101 Bondgate, Castle Donington

### present : Cllrs, M Barker-Lane, C Burton, L Cope (in the chair), G Dalby, C Hills, M Kitchener, R Sizer and A Sowter.

### Cllr R Canny – NWLDC. 3 Members of Public.

**4840/23 APOLOGIES:** Cllrs S Ambrose-Jones (work), B O’Dowd (personal), M Rogers (work), A Saffell (personal) and K Shatford (personal).

### 4841/23 DECLARATIONS OF INTEREST:

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

### 4842/23 POLICE MATTERS

**BEAT TEAM CONTACTS:**

If you need to contact a member of your beat team and the enquiry isn’t urgent then the easiest way to do this is via email. You can either do this through the Leicestershire

Police website or on the details below:

PC 70 Martindale – james.martindale1@leicestershire.pnn.police.uk

PC 1391 Coleman – adrian.coleman@leicestershire.pnn.police.uk

PCSO 6178 Russell – nicola.russell@leicestershire.pnn.police.uk

PCSO 6683 McDonald – patrick.mcdonald@leicestershire.pnn.police.uk

**CRIME FIGURES:** (please click the link to show the latest available crime figures in the Valley Beat Area)

<https://www.police.uk/pu/your-area/leicestershire-police/valley/>

Monthly newsletter <https://www.cdpc.org.uk/news/2023/01/valley-beat-police-update-newsletter-dec-22>

The Clerk advised that a Fatal 4 event will be held in the following weeks.

The question was raised that with the increase in thefts and attempted thefts in the village what is happening and were additional beat officers to be allocated to the village. **RESOLVED:** To contact the Police as to what is happening to address the ongoing issues.

Car racing is continuing on the Western Perimeter road. The Public Space Protection Order in place does not cover the whole relief road only the bottom section. When calls were made to report the issue to the Police the calls were automatically directed to Derbyshire not Leicestershire as they were calling from a Derby (01332) number and Derbyshire Police are unable to action due to the location being out of their area. **RESOLVED:** To contact the Police to query the directions of calls to the correct police sections. **RESOLVED:** To write to Clowes to request if they would be prepared to pay for CCTV to cover their development and the western relief road.

The Clerk advised that the installation of additional CCTV and ANPR cameras by NWLDC had been delayed by LCC. **RESOLVED:** To contact the Police and NWLDC to chase the installation of CCTV/ANPR cameras.

### 4843/23 CONFIRMATION OF MINUTES

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

1. Full Council – 22 December 2022. **RESOLVED:** Toapprove the minutes.
2. Full Council budget – 19 January 2023. **RESOLVED:** Toapprove the minutes.

**4844/23 CHAIRMAN’S REPORT**

1. Traffic calming to be discussed as per the agenda item.

### 4845/23 REPRESENTATIVES REPORTS INCLUDING REPORTS FROM lcc

### AND nwldc COUNCILLORS:

1. PPG - Cllr L Cope – meeting report distributed to all Councillors.
* The start of the trial Befriending Scheme. So far, the first referral had been made from the surgery. There have been a further 2 volunteers to become Befrienders and are being processed via DBS checks and training. Too soon to draw any conclusions as to its success yet, results will be available at the end of the 3-month trial.
* Newsletter. The Christmas newsletter was published in hard copy within the surgery, via Facebook PPG page and on the Surgery website. Its highlights were that children’s vaccinations had seen a significant drop in uptake as had the flu vaccination. Another flu clinic is being held shortly. The next Newsletter is planned before Easter.
* Appointment figures were discussed with Dr Woodgate who confirmed that there are a number of ways appointments can be held. Face to face, via telephone or by zoom. As is normal with most surgeries in the country, difficulty in getting through by telephone first thing in the morning continues. The use of booking through the website is increasing as people get used to it, a phone call back is proving very useful. DNA figures are particularly high but mainly with nurse and blood test appointments rather than the doctor.
* Following the NWL MP’s speech concerning the Covid vaccination, a letter of objection was being sent to Andrew Bridgen from the PPG
* It was noted that Leicestershire Nurses are not joining the current strike as it didn’t reach the voting threshold.
* Some Winter Pressure Provision funding has been promised to the surgery which will pay about 80% of the cost of a prescribing advance nurse which will offer about 40 extra appointments per week which has been welcomed.
* The surgery is now operating an Extended Access facility. This offers a range of facilities via NHS online and the NHS App. A group of surgeries (CD, Ashby and Coalville) are taking part and offering phlebotomy, dressing changes. This means that appointments at other surgeries are available at times outside the usual surgery hours if people are available to travel. All surgeries will have access to patient notes regardless of which surgery is used. Some Saturday appointments are on offer too. Acute respiratory hubs have been set up daily from 4-8pm at Ashby and Coalville for acute cases, same day appointments available.
* Diabetes Eye Care – the Eclipse system looks at care vs population. Lots of work has gone into this over the past few years is showing results. CD surgery is now 5th in Leics. and Rutland. Weekly meetings, more appointments via the surgery’s nurse Amy Taylor.
* Increased use of statins has been in the news and the surgery confirmed that whilst they do prescribe many statins, it wasn’t a go to for everyone and each patient was assessed differently.
* The increased use of the pharmacy to reduce pressure on the surgery was also discussed as there are qualified medical assistants on hand for more minor issues and that they were doing flu vaccinations. There seems to be many people over 50 who don’t realise they are eligible. This was attributed to advertising. The surgery are doing referrals to the pharmacy for UTI’s who can prescribe a 3 day course of treatment which is referred back to the surgery if not cured. The Pharmacy can now do flu vaccinations for children under 18, prescribe for bacterial conjunctivitis for small children along with impetigo and infective eczema. The surgery can refer patients to the pharmacy by email or paper form within an hour. They are doing more blood pressure checks, emailing the results to the surgery. There is a Contraception pilot due to start at the pharmacy from April.
* There is a new MIND service being set up at the Hub on Tuesdays.
* Review of the PPG Facebook page, Mind, Strep A, Learn CPR and Covid jabs in pregnancy are the most looked at and commented upon.

Question was raised as to how many doctors were at the surgery on any given day? It was felt that it would be helpful to advise the information on the screens in the surgery as to who was on duty each day. **RESOLVED:** Cllr Cope to pass the request to the surgery.

1. SEGRO – Cllr S Ambrose-Jones
	* Report had been given to all Councillors for review any questions to be asked to Cllr Ambrose-Jones at the next meeting. Report available. **RESOLVED:** To receive the information.
2. Cllr R Canny (NWLDC)
	* Confirmed that Hemlock Parish Council/CDPC had lost the appeal against the St Modwen development which was felt to be devastating for the area. **RESOLVED:** To receive the information.

### 4846/23 CLERK’S REPORT

1. EMA signs regarding inconsiderate parking are progressing, which are to be installed around the local villages advising to park at the airport. There is no charge to the Parish Council. **RESOLVED:** To receive the information.
2. Queen’s Platinum tree – the tree is in memory of the late Queen. Discussion took place and was felt that is should be planted on the Bentley Road memorial area which is a protected area of Fields in Trust. **RESOLVED:** To plant the tree on the Bentley Road memorial area with a plaque.

### 4847/23 ACCOUNTS

1. **RESOLVED:** To approve payments scheduled for January including payment of wages for January as circulated to all councillors at a total cost for the month of £54,672.96

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Description** |   |  |
| Engie | Electricity - Village hall | 120.00 |  |
| NWLDC | Rates - Spital | 395.00 |  |
| Staff  | Wages | 16561.94 |  |
| HMRC | Tax and NI | 5,315.12 |  |
| Aviva | Pension | 1,058.71 |  |
| SSE | Gas - Spital Pavilion | 103.78 |  |
| Aviva | Pension | 33.00 |  |
| Peninsula | HR services | 255.94 |  |
| Water plus | Water-Village Hall | 116.89 |  |
| Staff | Wages | 598.50 |  |
| British Gas | Gas - Village Hall | 197.61 |  |
| Fiona Palmer | Meal | 100.00 |  |
| BB&J | Valuation report | 3,894.00 |  |
| Various | Refreshments | 48.61 |  |
| NWLDC | Rates Hub | 324.00 |  |
| NWLDC | Rates Hub | 1,372.00 |  |
| NWLDC | Rates - Village hall | 245.00 |  |
| Viking | Stationery | 207.25 |  |
| Donington Commercials | Vehicle repairs | 69.55 |  |
| Water plus | Water office | 291.54 |  |
| NWLDC | Rates Cemetery | 55.00 |  |
| HSBC | Bank Charges | 43.37 |  |
| Paytek Admin Services Ltd (UTP) | Bank Charges | 22.80 |  |
| Barclaycard | Bank Charges | 25.76 |  |
| EE | Phone | 74.36 |  |
| Telecom Services | Phone | 92.94 |  |
| Willow Coffee | Coffee Machine - rental | 72.80 |  |
| Various | Refreshments | 93.55 |  |
| Michael Norwell | Fuel | 14.91 |  |
| Little Kingdom | Entertainment | 250.00 |  |
| Buddies Florist | Flowers | 70.00 |  |
| NWLDC | Road closure order | 162.50 |  |
| SC IT Solutions Ltd | Computer Costs | 54.00 |  |
| TML | Phone | 98.73 |  |
| Viking | Stationery | 39.47 |  |
| First Choice Foodservice | Refreshments | 120.67 |  |
| NWLDC | Trade Refuse | 299.00 |  |
| NWLDC | Trade Refuse | 171.41 |  |
| PEAC | Phone equipment | 364.80 |  |
| Martyn Lee | Materials | 40.26 |  |
| Amazon | Materials | 348.39 |  |
| Castle Donington Art Group | Grant general | 1,180.00 |  |
| Various | Refreshments | 75.05 |  |
| Corona Energy | Electricity Hub | 751.36 |  |
| Corona Energy | Electricity Spital Playing fields | 146.78 |  |
| Staff | Wages | 12,823.29 |  |
| Aviva | Pension | 694.39 |  |
| HMRC | Tax and NI | 2,639.00 |  |
| Jane Hancox | Book Keeper | 238.18 |  |
| Martyn Lee | Fuel | 90.01 |  |
| NWLDC | Rates - Spital | 395.00 |  |
| SSE | Gas - Spital Pavilion | 829.16 |  |
| Various | Refreshments | 89.89 |  |
| Gleaming Panes Ltd | Window cleaning | 28.00 |  |
| Knighton | Cleaning materials - General | 569.58 |  |
| Travis Perkins Trading Co Ltd | Materials | 48.16 |  |
| Viking | notice boards | 251.95 |  |
|   |   | **54,672.96** |  |

1. **RESOLVED:** To review and receive receipts for January as circulated to all councillors at a total cost for the month of £19,408.06.

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| --- | --- | --- | --- |
| **Name** | **Description** |   |  |
| Various | Entertainment | 103.85 |  |
| Amanda Bonsall | Bookings - Hub | 15.00 |  |
| Kinton & Daughter Family Funeral Directors | Burial fees | 260.00 |  |
| Kinton & Daughter Family Funeral Directors | Burial fees | 270.00 |  |
| Kinton & Daughter Family Funeral Directors | Burial fees | 550.00 |  |
| Hub Cafe | Cafe Takings | 25.65 |  |
| Hub Cafe | Cafe Takings | 46.85 |  |
| Hub Cafe | Cafe Takings | 119.80 |  |
| Hub Cafe | Cafe Takings | 62.70 |  |
| Hub Cafe | Cafe Takings | 66.24 |  |
| Hub Cafe | Cafe Takings | 361.40 |  |
| CD Volunteer Centre | Volunteer shopping | 102.00 |  |
| Flower Club | Bookings - Hub | 68.00 |  |
| CDFC | Spial pitch hire | 610.13 |  |
| CDFC | Flood lights | 94.41 |  |
| CDFC | Pitch hire | 135.38 |  |
| Line Dancing | Bookings - Spital | 45.36 |  |
| Maximum Response Karate | Bookings - Moira Dale | 137.75 |  |
| Michael McGhee | Bookings - Hub | 120.00 |  |
| Brownies and Rainbows | Bookings - Hub | 57.76 |  |
| Maximum Response Karate | Bookings - Moira Dale | 210.25 |  |
| Babyballet | Bookings - Hub | 45.00 |  |
| HMRC | VAT Refund | 9,910.05 |  |
| Trudy Burkey | Bookings - Moira Dale | 155.89 |  |
| Red Dot Theatre Company | Bookings - Spital | 145.53 |  |
| Red Dot Theatre Company | Bookings - Spital | 76.23 |  |
| The Cast | Bookings - Hub | 123.75 |  |
| Martin Little | Memorial fees | 65.00 |  |
| Hub Cafe | Cafe Takings | 13.75 |  |
| Hub Cafe | Cafe Takings | 113.46 |  |
| Hub Cafe | Cafe Takings | 13.40 |  |
| Hub Cafe | Cafe Takings | 18.10 |  |
| Hub Cafe | Cafe Takings | 200.05 |  |
| CCLA | Interest | 845.16 |  |
| Christine Mary Westbrook | Burial fees | 260.00 |  |
| Hopscotch Nursery | Bookings - Moira Dale | 1,006.20 |  |
| Outdoor Fitness | Spital bookings | 2.00 |  |
| CDVC | Bookings - Hub | 60.00 |  |
| Hollie Sheppard | Bookings - Moira Dale | 55.00 |  |
| Chester Mafa | Bookings - Hub | 253.00 |  |
| Hub Cafe | Cafe Takings | 40.80 |  |
| Hub Cafe | Cafe Takings | 2.35 |  |
| Hub Cafe | Cafe Takings | 121.95 |  |
| Hub Cafe | Cafe Takings | 53.05 |  |
| Hub Cafe | Cafe Takings | 70.60 |  |
| Hub Cafe | Cafe Takings | 223.25 |  |
| CD Volunteer Centre | Volunteer shopping | 136.00 |  |
| Various | Miscellaneous | 13.00 |  |
| Hub Cafe | Cafe Takings | 39.30 |  |
| Hub Cafe | Cafe Takings | 51.80 |  |
| Hub Cafe | Cafe Takings | 113.20 |  |
| Outdoor Fitness | Spital bookings | 2.00 |  |
| SCOTT BOSTOCK | Bookings - Hub | 33.00 |  |
| Christianne Harrison | Bookings - Hub | 16.50 |  |
| Amanda Bonsall | Bookings - Hub | 27.00 |  |
| Amanda Bonsall | Bookings - Hub | 34.50 |  |
| Amanda Bonsall | Bookings - Hub | 28.50 |  |
| Kinton & Daughter Funeral Service Ltd | House Rent | 1,050.00 |  |
| Hub Cafe | Cafe Takings | 23.45 |  |
| Hub Cafe | Cafe Takings | 69.20 |  |
| Hub Cafe | Cafe Takings | 222.45 |  |
| John Gaunt | Bookings - Moira Dale | 150.00 |  |
| Outdoor Fitness | Bookings - Spital | 2.00 |  |
| Malcolm Dexter | Bookings - Moira Dale | 60.06 |  |
|   |   | **19,408.06** |  |

1. **RESOLVED:** To review and approve bank statements and bank reconciliation for January.
2. To consider a grant request from Castle Donington Twinning Association. **RESOLVED:** To defer to the next meeting as information not received.
3. To consider a grant request from Castle Donington Community Library. **RESOLVED:** To defer to the next meeting as information not received.
4. To consider a further request for funding from Hemlock Parish Council in respect of the St Mowden appeal works. **RESOLVED:** To defer to the next meeting as information not received.
5. To consider and review the various health and safety contracts for alarms, fire alarm, CCTV, fire extinguishers at all Parish Council facilities. Contracts have been reviewed with other quotes being obtained from various other suppliers as a comparison which are in line with the budget and current contractor. **RESOLVED:** To approve the current contract for one year and continue to review on a rolling basis.
6. To consider a quote for a new replacement computer server. **RESOLVED:** To defer to the next meeting as quote had not been received.
7. To consider quotes for new signage for Parish Council facilities. New signs are required for the outside of some of the buildings and obtaining quotes for the Community Hub, Spital Park and Village Hall. Community Hub can’t be completed yet as still waiting for rendering quotes however the Library and Volunteer Centre have agreed to contribute to any new signs for the outside of the Community Hub. Spital Park needs some replacement signs at an approximate cost of £300. Village Hall won’t progress at present. Reception area at Community Hub need some directional signs for the library, function room, etc. at a cost of £190. **RESOLVED:** To approve the signage in the current grey style for internal signage.

Suggestion was made to design a corporate style for all external signage of Parish Council buildings for continuity. **RESOLVED:** The Clerk is to look into having external corporate signage for all Parish Council buildings.

1. To review and consider the provision of hanging baskets and planters, including quotes thereof. Annual quote received from the company used by the Parish Council for village hanging baskets including maintenance etc which is in the budget. A local company had also approached the Parish Council to provide hanging baskets, planters to include maintenance and watering but their quote has not been received yet. Request made to delegate decision to the Chairman, Vice Chairman and Clerk to investigate and if the local company is competitive to use them for one year initially. **RESOLVED:** To give delegated powers to Chairman, Vice Chairman and Clerk to progress.

**4848/23 AUDIT – LICENSING AGREEMENTS**

To consider an application in relation to the new Aldi facility on Station Road which is for a general off licence during their opening times. **RESOLVED:** No objection.

**4849/23 LCC**

To review and consider the traffic calming plans for Bondgate/High Street through to Hilltop. <https://www.cdpc.org.uk/news/2023/01/castle-donington-traffic-calming-measures-proposal> Discussion took place on the various traffic calming plans and report from the Chairman. **RESOLVED:** To publicise the plans on the website and Facebook to encourage comments to be submitted. **RESOLVED:**  Parish Council comment to be submitted requesting pinch points to be installed on Park Lane rather than plateau speed bumps.

### 4850/23 AUDIT – Annual review of key policies and procedures (continued) Appx A

1. Data Protection
2. Consent Form
3. General Privacy Policy
4. Breach Policy
5. Staff, Cllr and Volunteer Privacy Policy
6. Subject Access Requests Policy
7. Fair Process Notice
8. Freedom of Information – Model Publication Scheme
9. Statement of Internal Control
10. Risk Assessment and Management Procedures
11. Grant Awarding Policy

**RESOLVED:**  To accept the key policies and procedures above.

### 4851/23 PLANNING APPLICATION

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

|  |  |  |  |
| --- | --- | --- | --- |
| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** |
| 22/01959/FUL | Castle Donington College | Erection of single storey fitness suite following demolition of existing building and extensions and alterations to existing school building to create dining hall, kitchen, storage, office space and associated works | No objection |
| 22/01945/FUL | 7 Garden Crescent | Proposed two storey and single storey rear extensions and front porch | No objection |
| 22/01946/CLP | 7 Garden Crescent | Certificate of lawful proposed development for erection of a garden building within the existing residential curtilage to provide garage, workshop, garden storage, home office and gym with shower | OBJECT - CDPC feels this application is over development of the site. |
| 22/01953/FUL | 2 Monteith Place | Single storey rear extension | No objection |
| 23/00066/FUL | 121 Park Lane | Proposed single storey rear extension, demolition of existing garage and construction of new garage/outbuilding (resubmission of 22/01761/FUL) | No objection as long as there are no neighbour objections |

### 4852/23 PLANNING DECISIONS

1. **RESOLVED:** To receive planning decisions received during January.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** | **DECISION** |
| 22/01601/FUL | 102 Bondgate | Erection of a single storey rear extension | No objection as long as the Conservation Officer is satisfied | Approved |
| 22/01668/LBC | 102 Bondgate | Erection of a single storey rear extension | No objection as long as the Conservation Officer is satisfied | Approved |
| 22/01170/LBC | Three Cranes, Cavendish Bridge | Replace selected windows | No objection as long as the Conservation Officer is satisfied | Approved |
| 22/01578/FULM | Land to the South East of Donington Hall and North of Coppice Lodge Park | Reinstatement of the historic driveway between Donington Hall and Coppice Lodge and associated landscaping and drainage works together with the removal of redundant gravel racks and hardstanding and local realignments and reductions in width of various remaining gravel tracks | No objection | Approved |
| 22/01491/FUL | 10 Welstead Road | Extension and conversion of existing detached garage to form home office and store | No objection | Approved |
| 22/01761/FUL | 121 Park Lane | Proposed single storey rear extension, demolition of existing garage and construction of new garage/outbuilding | No objection providing the concerns of the neighbour are taken in to account | Approved |
| 22/01709/LBC | 102 Bondgate | Solar panels to the rear roof | CDPC defers their comments until the Conservation Officers report is received | Approved |
| 21/00139/FUL | The Old Chapel, Dovecote | Change of use from Use Class B8 to C3(a) to create 6 apartments to include the demolition of existing warehouse extension to side and rear to form off-street parking provision, together with associated external alterations | Object to the planning application supporting Mr T Ottewell's objections as a neighbour and in support of the Conservation Officers report and the Ecology report. | Approved |
| 22/01679/ADC | Willow Farm Business Park 2B | Display of 2 internally illuminated fascia signs | No objection | Approved |
| 22/01771/FUL | 16 Darsway | Erection of a single storey side/front extension | No objection providing the concerns of the neighbour are taken in to account | Approved |
| 22/01857/TCA | 6 Barn Close | Removal of two yew trees (Unprotected trees in a conservation area) | FOR INFORMATION ONLY - To accept the information but CDPC would request the trees are replaced with 4 more (double removed) | Approved |

Meeting closed 8.03pm

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

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