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Sir/Madam 20 June 2023

**SUMMONS TO ATTEND THE MEETING OF**

**CASTLE DONINGTON PARISH COUNCIL**

Time/Date: ***7.00 p.m.*** ***on Thursday 29 June 2023***

Location: **The Community Hub, 101 Bondgate,**

**Castle Donington**

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Clerk to the Council

***Public Participation***

***Members of the public may make representation or ask a question in respect of any matter on the agenda or of public interest or concern. It will be answered by the Chairman, or a written reply will be sent to the questioner should further information be required. There will be no discussion.***

***AGENDA***

1. Apologies for absence to be received and accepted by the Parish Council
2. Disclosures of Interest – Under the Code of Conduct members are reminded that in disclosing an interest the nature of the interest should be clear in respect of items on the agenda.
3. Police Matters
4. Monthly newsletter – circulated to councillors and on the website – https://www.castledonington-pc.gov.uk/news.html
5. To confirm the minutes of the following meetings of the Parish Council:
6. Full Council 25 May 2023

1. Monthly accounts for approval and review.
2. Payments scheduled for June including the payment for wages.
3. Receipts for June.
4. Bank statements and bank reconciliation for June.
5. To approve the annual subscription to the Campaign to Protect Rural England (CPRE).

1. Audit – Accounts for Year end 31 March 2023.

The Parish Council agreed to contracting to the LRALC for its Internal Audit services. The process for this year was started with the IA back in March 2023; however, due to a number of issues the audit was not completed by this person. The audit process then had to re-start with a new person two weeks ago, hence the lateness of Internal Audit report this year. The second IA came highly recommended and had already completed 14 other audits for LRALC. As a clerk themselves, the processes and procedures were well known, and it was made even more simple as the Parish Council had all the relevant documents and information on its website as is required.

1. To receive the Internal Auditors report (AGAR Part 3, page 3) and any comments or additional reports, including a number of recommendations to improve transparency and openness.
2. To consider point 6 raised in the Internal Auditors reports in terms of the high reserves and protection of these funds through the FSCS.
3. To Council to approve the Annual Governance Statement (AGAR Part 3, page 4) by resolution.
4. To receive and approve the Accounts for 2021/22.
5. To consider the Accounting Statements by the members meeting as a whole (AGAR Part 3, page 5).
6. To approve the Accounting Statements (AGAR Part 3, page 5) by resolution.
7. To ensure the Annual Governance Statement and Accounting Statements are signed and dated by the person (AGAR Part 3, page 4 &5) presiding at the meeting at which that approval is given.

1. Audit recommendations.
2. To create a dual person authorisation for payments.
3. To create an Investment Strategy.
4. To open additional bank accounts to improve protection offered by FSCS for increased reserves held currently.
5. To amend the Risk Assessment and Management procedures accordingly.
6. Audit – Accounts for Year end 31 March 2023 – Review of policies and procedures.
7. Code of Conduct.
8. Standing Orders.
9. Financial Regulations.
10. Financial Reserves.
11. Risk Assessment and Management procedures.
12. To consider and approve grant requests:
13. Royal British Legion – annual request to help support the Remembrance Sunday event.
14. First Responders – to support of an electric car and infrastructure.
15. Castle Donington National Women’s Register – to consider a start-up grant for this new group to cover room hire, speaker and refreshments costs.
16. Moira Dale sports and Village Hall:
17. Programme of works – Update report.
18. Planning committee matters: (Chairman of committee to lead)
19. EMA Noise Action Consultation. To consider a response to the consultation document. Deferred from last meeting.
20. To consider the following applications.

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| 23/00632/FUL | 8 Webb Drive | Erection of side and rear extensions to detached garage |
| 22/01959/FUL | Castle Donington High School, Mount Pleasant | Erection of single storey fitness suite and extensions and alterations to existing school building to create dining hall, kitchen, storage, office space and associated works |
| 23/00652/ADC | Former Castle Donington Power Station | Display of 1 no. non-illuminated logomark fascia sign |
| 23/00622/FUL | Park Farmhouse Hotel, Isley Walton | Erection of Wardens office and store to be used in association with the caravan site |
| 23/00674/FUL | 40 Borough Street | Installation of new shop fronts to front and side elevations and replacement windows to side elevation (revised scheme) |
| 23/00415/ADC | Units 13 and 14 Willow Road | Display of a non-illuminated fascia sign |
| 23/00682/FUL | International Passenger Terminal, Beverley Road, East Midlands Airport | Proposed extension to passenger terminal security hall and associated alterations |

1. To receive the following permission notices.

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| 23/00338/FUL | British Waterways Yard, Kristian Thomas Co Ltd, Cavendish Bridge | Change of use from industrial (Class B2) to performing arts studio (Class E) | No objection | Approved |
| 23/00248/FUL | Baile An Cheoil, 96 Park Lane | Single storey extension to existing garage to form home gym and home workshop/store and erection of greenhouse | No objection | Approved |
| 23/00332/VCI | The Old Chapel, Dovecote | Variation of condition 2 of planning permission 21/00139/FUL to substitute approved drawings to allow amendments to fenestration details | No objection as long as the Conservation Officer is satisfied | Approved |
| 23/00058/FUL | 79 Bondgate | External alterations including removal of existing render and application of replacement render on elevations, replacement of brickwork base with blue engineering bricks to front elevation and the construction of a section of retaining wall. | No objection | Approved |
| 23/00395/CLE | Building and Yards at Home Farm, Park Lane | Certificate of Lawful Existing Use of the building and yards. Note from the Case Officer - This application is for a Certificate of Lawfulness and therefore comments should be made only on the evidence submitted to demonstrate if the use is established i.e. has been operating for 10 years or more. The planning merits of the case are not relevant for this application. | No objection | Approved |

1. To receive the withdrawal notice.

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| 22/01173/FUL | 40 Borough Street | Installation of new shop front to front and side elevations and replacement of 3 no. first floor side timber windows | No objection |

1. Download 2023
2. Update report regarding the complaints and issues from this year’s event.
3. To create a plan of action to get clarity from those involved in the planning for the event for 2023 and how they plan to mitigate future issues.
4. To confirm how to update the public community regarding this year, and how the Parish Council ensures that the information surrounding major events is available from the organisers and disseminated going forward.
5. NWLDC

Review of the Licensing Act 2003 Statement of Licensing Policy consultation. [​docx icon Main changes within draft LA03 Statement of Licensing Policy.docx](https://nwleicestershire-my.sharepoint.com/:w:/g/personal/jack_merriman_nwleicestershire_gov_uk/EegQvT35g-xAj9s0oPq2VcIBPBi9_hbvu8CksLin6EsKCg?e=PhJsUC)

And [​doc icon Licensing Act - Statement of Licensing Policy 2024 to 2029 DRAFT.doc](https://nwleicestershire-my.sharepoint.com/:w:/g/personal/jack_merriman_nwleicestershire_gov_uk/EYoarH3G41JHt5RZ3Tt_iMQBe9kV7rZQg6_iqFzxro0K5A?e=GLZxB1)

1. Chairman’s report.
2. Annual dinner. Update report on arrangements for this year’s annual dinner at the Priest House hotel.
3. NWLDC Parish Liaison meeting – Signing of Charter, update on free training option, etc.
4. Representatives' & Councillors reports, including reports from LCC and NWLDC councillors.
5. Traffic calming measures for High Street, as part of the 895-housing development off Park Lane (MR).
6. Clerk’s report.
7. UKSPF Fund – Community Grant. Update report on proposal to apply for grant to support the new recreational open spaces.
8. Green Shoots grants for bulbs. Update report.
9. Airport signage issues, plus requests for additional signs similar style to be placed in other locations.
10. Damaged height barrier at Spital Park. Update report.
11. Village CCTV. Update report.

**REMINDERS:**

**Diary Notes:**

Full Council meeting – 27 July 2023

***Payment reviewing for June – Cllrs C Burton and P Norwell.***