# Castle Donington parish council

Minutes of the Full Council Meeting held on Thursday 28 March 2024 at 7.00pm at The Community Hub, 101 Bondgate, Castle Donington

### present : Cllrs, C Burton, L Cope (in the chair), R Else, C Hills, M Kitchener, J Manley, P Norwell, M Rogers, A Saffell and A Sowter.

### Cllr A Morley (NWLDC). 4 members of public.

**5039/24 APOLOGIES:** Cllrs K Bradley (personal) and B O’Dowd (personal). Cllr R Canny NWLDC (personal). **RESOLVED:** To receive and approve the apologies.

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### 5040/24 DECLARATIONS OF INTEREST:

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 M Rogers declared an other registerable interest as the applicant for co-option is his partner.

### 5041/24 CO-OPTION OF A NEW COUNCILLOR

**RESOVED:** To co-opt the one applicant for Central Ward, Mr Joseph Heeley. One vacancy remains for Castle Ward.

### 5042/24 CONFIRMATION OF MINUTES

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

1. Full Council – 29 February 2024. **RESOLVED:** Toapprove the minutes.
2. Annual Parish meeting – 14 March 2024 (for information only). **RESOLVED:** To receive the information.

### 5043/24 CHAIRMANS REPORT

To receive the resignation of Cllr M Barker-Lane. **RESOLVED:** To write to M Barker-Lane to thank him for his service over the years.

**5044/24 REPRESENTATIVES REPORTS INCLUDING REPORTS FROM LCC, NWLDC COUNCILLORS and POLICE**

1. Cllr Morley NWLDC
   * Confirmed that she had called in planning application23/00883/FULM. **RESOLVED:** Councillors to email Cllr Morley with any comments etc.
2. Cllr Saffell NWLDC
   * Attended recent budget meeting with NWLDC Head of Finance regarding a sports hall within the village. Question was raised as to why the Parish Council had not been included in the meetings? **RESOLVED:** Toorganise an informal meeting to include the Parish Council.

### 5045/24 CLERK’S REPORT

1. Licencing application for The Flag had been sent to all Councillors for information. **RESOLVED:** Tomake no comment and receive the information.
2. Insurance review with Clear Insurance (previously BHIB). This is year 2 of Long-Term Agreement. No major changes to be included in this year. **RESOLVED:** Toreceive the information.
3. Pinfold Garden display. **RESOLVED:** Thanks to be given to the creative group for their Easter display.
4. Computer support annual review and renewal of Service Level Agreement at a cost of £1853.00. **RESOLVED:** Toreceive the information.
5. Car cruising update had been received from Paul Collett, NWLDC which had been emailed to all Councillors detailing use of mobile CCTV, working with the Police in terms of the PSPO and enforcement etc. **RESOLVED:** To receive the information. **RESOLVED:** Cllr Morley to request NWLDC to attend April meeting to update.
6. May Market – all is going to plan, all stall places are full and entertainment booked. **RESOLVED:** To receive the information.
7. D Day event – date set for Friday 7 June in conjunction with the Friday Group to include celebration of volunteers, Royal British Legion etc. **RESOLVED:** Suggestions to be emailed to the Clerk.
8. Walkabout on Foxbridge site – new development that is to be transferred to the Parish Council is arranged for 9 April 2.00pm. **RESOLVED:** Cllrs to email the Clerk if they wish to attend.
9. Community Hub render – start date of works scheduled for June with the plan use Monocouche which does not require painting as approved at the last meeting for the old part of the building. Request was made to include newer part and render the whole building which was discussed. **RESOLVED:** To approve the rendering of the whole building.

### 5046/24 ACCOUNTS

1. **RESOLVED:** To approve payments scheduled for March including payment of wages as circulated to all councillors at a total cost for the month of £59,219.38.

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| --- | --- | --- |
| **Name** | **Description** | **Amount** |
| Water plus | Electricity - Village hall | 116.74 |
| Biffa | Trade Refuse | 206.68 |
| British Gas | Gas - Village Hall | 201.34 |
| Aviva | Pension | 33.00 |
| Peninsula | HR services | 273.86 |
| RJ Executive Cleaning Solutions | Cleaning | 468.00 |
| Various | Cafe items | 40.40 |
| Chubb | Alarm call out repairs | 74.38 |
| LRALC | Internal Audit | 450.00 |
| Knighton | Cleaning materials - General | 259.98 |
| Castle Donington Community Library | Grant general | 1,000.00 |
| SLCC | Training | 144.00 |
| Travis Perkins Trading Co Ltd | Materials | 212.04 |
| Water plus | Water Sports Pavilion | 32.29 |
| 4 Com Network Services Ltd | Phone | 146.22 |
| BT | Broadband | 180.00 |
| Grenke Leasing Ltd | Cafe till | 41.99 |
| APS Security & Fire | alarms | 9,373.20 |
| Various | Cafe items | 43.42 |
| RJ Executive Cleaning Solutions | Cleaning | 468.00 |
| Buddies Florist | Flowers | 35.00 |
| Mr Christmas Tree Ltd | Christmas Tree | 1,080.00 |
| Glasdon UK Ltd | Bins | 331.20 |
| Keepsafe Security Services Ltd | Alarm call out | 120.00 |
| LRC Pipe Band | Entertainment MIP | 400.00 |
| SC IT Solutions Ltd | Computer Costs | 54.00 |
| SC IT Solutions Ltd | Computer Costs | 39.90 |
| SC IT Solutions Ltd | Computer Costs | 108.84 |
| Viking | Stationery | 165.41 |
| Ulyett Landscapes Ltd | Grounds Maintenance | 6,977.06 |
| David Musson Fencing Ltd | Fencing Work | 441.03 |
| CD Volunteer Centre | Cafe items | 448.96 |
| HSBC | Bank Charges | 42.94 |
| Paytek Admin Services Ltd (UTP) | Bank Charges | 22.80 |
| Barclaycard | Bank Charges | 27.30 |
| EE | Phone | 105.65 |
| Willow Coffee | Coffee Machine - rental | 72.80 |
| RJ Executive Cleaning Solutions | Cleaning | 486.00 |
| Beta Electrical Contractors | Electrical repairs | 87.79 |
| Breaston Mechanical Services | Plumbing and heating works | 1,434.90 |
| Breaston Mechanical Services | boiler | 2,136.00 |
| Chubb | Alarm call out repairs | 473.64 |
| Continental Coffee Company | Repairs | 442.80 |
| Toolstation | Materials | 46.41 |
| TML | Phone | 111.94 |
| Huntingdon Stores | Cafe items | 9.45 |
| PEAC | Phone equipment | 322.80 |
| Various | Commercial Card | 827.42 |
| EDF Energy | Electricity Cemetery | 151.00 |
| Various | Cafe items | 6.63 |
| Water plus | Water office | 137.89 |
| Water plus | Water - village hall | 145.79 |
| SSE | Gas Hub | 1,057.86 |
| SSE | Gas - Spital Pavilion | 642.72 |
| RJ Executive Cleaning Solutions | Cleaning | 414.00 |
| Trees Direct Ltd | Tree works | 275.80 |
| Michael Norwell | Fuel | 50.06 |
| Chubb | CCTV | 301.40 |
| Gleaming Panes Ltd | Window cleaning | 28.00 |
| M L Plant Hire | Bollards for Hub | 611.63 |
| Toolstation | Shelving | 93.06 |
| Staff | Wages | 13,056.19 |
| Aviva | Pension | 1,331.94 |
| HMRC | Tax and NI | 3,167.11 |
| Aldi | Cafe items | 5.58 |
| Aldi | Cafe items | 18.98 |
| Soldo | Card fee | 36.00 |
| Aldi | Cafe items | 7.16 |
| Aldi | Cafe items | 27.41 |
| Huntingdon Stores | Cafe items | 28.35 |
| Aldi | Cafe items | 15.50 |
| Aldi | Cafe items | 7.84 |
| NWLDC | Rates - Spital | 395.00 |
| Canon | Photocopier | 547.15 |
| Engie | Electricity - Village hall | 133.50 |
| Water plus | Water Sports Pavilion | 33.09 |
| Biffa | Trade Refuse | 735.84 |
| RJ Executive Cleaning Solutions | Cleaning | 414.00 |
| Harrison Thompson | Repairs | 2,631.12 |
| Knighton | Cleaning | 237.78 |
| CD Volunteer Centre | Cafe items | 660.79 |
| CD Volunteer Centre | Cafe items | 216.23 |
| Various | Cafe items | 14.40 |
| Jane Hancox | Book Keeper | 482.40 |
| DC Tyres | Vehicle repairs | 25.00 |
| Castle Donington Community Library | Library expenses | 16.60 |
|  |  | **59,219.38** |

1. **RESOLVED:** To review and receive receipts for March as circulated to all councillors at a total cost for the month of £55,331.96.

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| **Name** | **Description** | **Amount** |
| Hub Cafe | Cafe Takings | 142.40 |
| Hub Cafe | Cafe Takings | 31.00 |
| Hub Cafe | Cafe Takings | 120.45 |
| Hub Cafe | Cafe Takings | 50.00 |
| Hub Cafe | Cafe Takings | 44.90 |
| Hub Cafe | Cafe Takings | 297.15 |
| Hall hirer | Bookings - Hub | 136.00 |
| Castle Donington Community Library | Library expenses | 3.60 |
| Castle Donington Community Library | Library expenses | 7.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| CD Volunteer Centre | Volunteer shopping | 300.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Stuart Till | Burial fees | 287.00 |
| Radiance Yoga UK | Bookings - Spital | 96.00 |
| Radiance Yoga UK | Bookings - Moira Dale | 64.00 |
| Slimming World | Bookings - Hub | 72.00 |
| Allotment holder | Allotment Key | 20.00 |
| Laura Bettany | Bookings - Hub | 75.00 |
| Co-op Funeralcare | Burial fees | 171.00 |
| Allotment holder | Allotment Key | 20.00 |
| Hall hirer | Bookings - Hub | 150.00 |
| Hall hirer | Bookings - Hub | 25.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Hall hirer | Bookings - Moira Dale | 48.00 |
| Red Dot Theatre Company | Bookings - Spital | 217.50 |
| Dynamicmotif Dance & Performing Arts Academy | Bookings - Moira Dale | 192.00 |
| Radiance Yoga UK | Bookings - Moira Dale | 160.00 |
| The Friday Group | Bookings - Hub | 80.00 |
| The Friday Group | Bookings - Hub | 132.00 |
| Volunteer Centre | Bookings - Hub | 72.00 |
| CDFC | Football Club Annual Fee | 943.92 |
| Allotment holder | Allotment Key | 20.00 |
| Brownies and Rainbows | Bookings - Hub | 121.50 |
| PPG | Bookings - Hub | 10.00 |
| Hub Cafe | Cafe Takings | 104.30 |
| Hub Cafe | Cafe Takings | 25.50 |
| Hub Cafe | Cafe Takings | 131.50 |
| Hub Cafe | Cafe Takings | 65.50 |
| Hub Cafe | Cafe Takings | 60.10 |
| Hub Cafe | Cafe Takings | 213.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Hall hirer | Bookings - Hub | 87.00 |
| The Art Club | Bookings - Moira Dale | 322.00 |
| Hub Cafe | Cafe Takings | 65.50 |
| Hub Cafe | Cafe Takings | 41.40 |
| Hub Cafe | Cafe Takings | 126.80 |
| Hub Cafe | Cafe Takings | 31.20 |
| Hub Cafe | Cafe Takings | 47.90 |
| Hub Cafe | Cafe Takings | 99.50 |
| Hub Cafe | Cafe Takings | 419.40 |
| CD Volunteer Centre | Volunteer shopping | 4.00 |
| CD Volunteer Centre | Volunteer shopping | 110.00 |
| Anna Hall | Bookings - Hub | 10.00 |
| Hall hirer | Bookings - Hub | 20.00 |
| Hall hirer | Bookings - Hub | 64.00 |
| Stinsons Independent Family Funeral Directors | Burial fees | 435.00 |
| North West Leicestershire District Council | Bookings - Spital | 160.00 |
| Caren Godsell | Bookings - Hub | 108.00 |
| Caren Godsell | Bookings - Hub | 72.00 |
| Stinsons Independent Family Funeral Directors | Burial fees | 232.00 |
| Cubs | Bookings - Spital | 89.00 |
| Beavers | Bookings - Spital | 65.25 |
| Hub Cafe | Cafe Takings | 124.70 |
| Hub Cafe | Cafe Takings | 62.80 |
| Hub Cafe | Cafe Takings | 79.20 |
| Hub Cafe | Cafe Takings | 46.10 |
| Hub Cafe | Cafe Takings | 244.90 |
| CD Volunteer Centre | Volunteer shopping | 114.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Hall hirer | Bookings - Hub | 56.00 |
| Babyballet | Bookings - Hub | 126.00 |
| Kinton & Daughter Family Funeral Directors | Burial fees | 242.00 |
| Probus Club | Bookings - Spital | 36.25 |
| Hall hirer | Bookings - Hub | 99.00 |
| Slimming World | Bookings - Hub | 72.00 |
| Slimming World | Bookings - Hub | 144.00 |
| Shreeji Retail | Miscellaneous | 154.11 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Kinton & Daughter Family Funeral Directors | Burial fees | 759.00 |
| Kinton & Daughter Family Funeral Directors | House Rent | 1,155.00 |
| Hub Cafe | Cafe Takings | 105.30 |
| Hub Cafe | Cafe Takings | 69.90 |
| Hub Cafe | Cafe Takings | 121.70 |
| Hub Cafe | Cafe Takings | 53.30 |
| Hub Cafe | Cafe Takings | 77.10 |
| Hub Cafe | Cafe Takings | 255.20 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Castle Donington Community Library | Library expenses | 6.00 |
| Kinton & Daughter Family Funeral Directors | Burial fees | 232.00 |
| North West Leicestershire Cluster Clinic | Section 106 - 895 houses | 42,794.12 |
| Various | Cafe Takings | 0.01 |
| North West Leicestershire District Council | Bookings - Spital | 48.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| Allotment holder | Allotment Key | 20.00 |
| CD Volunteer Centre | Volunteer shopping | 75.00 |
|  |  | **55,331.96** |

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

Bank balances:

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

### 5047/24 Deferred from last meeting – To consider a request regarding the Catholic carpark increase in annual charge.

The church had requested an increase to £4,000 pa for 14 spaces. This has limits in relation to overnight parking, church services and funerals. Last year, the Parish Council paid the Church £1,400 and NWLDC £500 for potential enforcement. An explanation had been received and emailed to all Councillors and the matter was discussed. **RESOLVED:** To offer staggered payments over the next three years of £2,000, £2,500 and £3,000.

# 5048/24 Local Government Boundary Commission consultation on ward boundaries

To consider any relevant comments for the local wards and link had been sent to all Councillors [North West Leicestershire | LGBCE](https://www.lgbce.org.uk/all-reviews/north-west-leicestershire). There are no changes to wards in Castle Donington. **RESOLVED:** To receive the information.

### 5049/24 AMENITIES committee

Summer event – No business plans from any event organisers have been received that would allow for a suitable standalone event that didn’t conflict with any existing and regular uses of the Parish Council facilities. There has been response from four different event organisers, who have all expressed an interest but not at suitable times to work around existing and regular facility uses. It is something that the Parish Council could potentially look at in the future. The biggest issue is lack of available land and parking provision. **RESOLVED:** To review again next year.

### 5050/24 PLANNING COMMITTEE – cllr M ROGERS – planning chairman

1. Local Plan consultation – To ratify the Parish Council comments submitted by the close of the consultation period. **RESOLVED:** To ratify the Parish Council comments
2. Local Plan consultation – To ratify a joint “Northern Parishes” response. Email attached. **RESOLVED:** To ratify a joint “Northern Parishes” response.
3. Planning application 23/00/3/FULM – Application has been called-in. Parish Council to consider any additional comments to be relayed to Cllr A Morley (NWLDC). **RESOLVED:** Cllrs to email Cllr Morley with any comments etc.
4. **RESOLVED**: To make the following comments in respect of plans received.

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| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** |
| 24/00175/FUL | Cawarden Co, Home Farm, Park Lane | Proposed refurbishment of existing B2 building including re-cladding and insertion of new windows and doors, new first floor offices, removal of existing portacabin and new car parking | No objection as long as the Conservation Officer is satisfied |
| 24/00160/VCIM | Land to the South of Park Lane | Development for uses permitted under planning permission reference 16/00465/VCUM without complying with Condition 21 so as to allow for an alternative timescale for BREEAM assessment and certification of non-residential buildings | No objection |
| 24/00144/FUL | 98 High Street | Alterations to garage/studio flat to form dwelling including the erection of a car port | No objection |
| 24/00323/TCA | Church of St Edward King and Martyr | Works to 1 no sycamore tree, 1 no common lime tree and 1 no wild cherry tree (unprotected tree in a conservation area) | No comment as CDPC planning application |
| 24/00307/CLP | 4 Orly Avenue | Certificate of Lawful Proposed development for the erection of a boundary fence to side - for information only no comment required. | For information only |
| 24/00301/PNM | Unit 1, East Midlands Distribution Centre | Prior notification application for the installation of PV Solar panels on roof - for information only no comment required. | For information only |
| 23/00939/FUL | 2A Borough Street | Change of use and conversion of building to create three residential units | No objection |
| 24/00276/CLE | 67 High Street | Certificate of existing lawful development to confirm implementation of planning permission 23/01307/VCU | No objection |
| 24/00100/FUL | Brooklet Farm, Ashby Road | Change of use of existing barn and adjacent field area to a B8 use for the storage of motorhomes for hire, including valeting, hard standing, bunds and lighting | No objection |
| 23/01338/FUL | Land to the North of Welsted Road | Proposed convenience store (Class E) with ATM, associated parking, landscaping works and infrastructure - Amended Application | No objection |

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

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| --- | --- | --- | --- | --- |
| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** | **DECISION** |
| 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 | Approved |
| 24/00110/CLP | 25 Fox Road | Certificate of lawful proposed development for the erection of a single storey rear extension | FOR INFORMATION ONLY - no comment requested | Approved |
| 24/00079/FUL | 91 Stonehill | Erection of single storey side and rear extensions and porch canopy to the front (amended scheme to 23/00198/FUL) | No objection | Approved |
| 24/00019/FUL | Land adjacent to plot 4, East Midlands Distribution Centre, Trent Lane | Retrospective application for the construction of an electricity sub-station to serve plot 4 | No objection | Approved |
| 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 to date from Highways. | Withdrawn |

Meeting closed 8.10pm

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

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