# Castle Donington parish council

Minutes of the Full Council Meeting held on Thursday 30 November 2023 at 7.00pm at The Community Hub, 101 Bondgate, Castle Donington

### present : Cllrs K Bradley, M Barker-Lane, L Cope (in the chair), C Hills,

### M Kitchener, J Manley, P Norwell, B O’Dowd, M Rogers, A Saffell and A Sowter. 3 members of the public. Cllr R Canny (NWLDC) arrived at 7.30pm.

**4976/23 APOLOGIES:** Cllrs C Burton (personal), R Else (personal). NWLDC Cllr A Morley. **RESOLVED:** To receive and approve the apologies.

### 4977/23 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 in relation to item 10 on the agenda as an employee of Biffa.

Cllr A Saffell declared an other registerable interest in relation to agenda item 9.

Cllr A Sowter declared an other registerable interest in relation to planning applications for 67 ighHi High Street.

### 4978/23 CONFIRMATION OF MINUTES

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

1. Full Council – 2 November 2023. **RESOLVED:** Toapprove the minutes.

### 4979/23 CHAIRMANS REPORT

1. Open House 18th November

The hub was very busy with lots of craft stalls, tombola’s, raffles etc. The Café was also very busy making it a very lively and friendly event. Cllrs Mark Kitchener, Peter Norwell, Kevin Bradley and I were there to represent the council and there were a few questions from the public mainly concerning traffic speed, rewilding of verges and overhanging nettles and brambles making it a good and useful event. **RESOLVED:** To receive the information.

1. Remembrance Sunday

As usual, this event was well supported, despite the awful weather. The road closures, planning and organisation ran smoothly with no problems. Great turnout by the village and thanks go to the British Legion, Rolls Royce band and all that took part. **RESOLVED:** To receive the information.

1. Xmas Drinks and Nibbles 10th December

A 2 hour convivial get together for Councillors and staff has been arranged with a reminder to those who have not replied to do so asap. **RESOLVED:** To receive the information.

1. Diamond Wedding Anniversary

Flowers were delivered Mr & Mrs Ryan, Campion Hill to celebrate their Diamond Wedding anniversary. **RESOLVED:** To receive the information.

1. Download meeting

Original company/organiser has been taken over by a company called FAB (Far and Beyond Events) who have rescheduled the meeting date to 18 December. Request was made for as many Councillors to attend the meeting as possible. **RESOLVED:** To receive the information.

**4980/23 REPRESENTATIVES REPORTS INCLUDING REPORTS FROM LCC, NWLDC COUNCILLORS and POLICE**

1. Police report – not received.
2. LRALC – Cllr A Sowter attended the recent event and AGM at Mountsorrel and updated the meeting.

**RESOLVED:** Toreceive the information.

1. Cllr Canny NWLDC – For information Kegworth have a planning application of 9 flats for their methodist church which is to go before NWLDC committee meeting. **RESOLVED:** to receive the information.
2. EMA Water Monitoring Report - Cllr Hills updated the meeting on the latest report of water/pollution being dispensed into the River Trent which showed no breaches and details of works to the balancing ponds over the summer, request was made for the Clerk to establish if works had been completed. **RESOLVED:** To receive the information.

### 4981/23 CLERK’S REPORT

Nothing to report. **RESOLVED:** Toreceive the information.

### 4982/23 CONFIRMATION OF MINUTES

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

1. Full Council – 28 September 2023. **RESOLVED:** Toapprove the minutes.

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### 4983/23 ACCOUNTS

1. **RESOLVED:** To approve payments scheduled for November including payment of wages as circulated to all councillors at a total cost for the month of £54,503.69

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Amount** |
| RJ Executive Cleaning Solutions | Cleaning | 342.00 |
| RJ Executive Cleaning Solutions | Cleaning | 342.00 |
| Ashby Life Ltd | Advertising | 198.00 |
| Jencourt Group | Workwear | 171.00 |
| Keepsafe Security Services Ltd | Annual Keyholding charge | 390.00 |
| SC IT Solutions Ltd | Computer software | 108.84 |
| SC IT Solutions Ltd | Computer software | 54.00 |
| Sign it (Nottm )Ltd | Signs | 42.00 |
| Target Pest Control & Hygiene Ltd | Dog Bins etc | 2,442.84 |
| Various | Cafe items | 81.14 |
| Decorating Warehouse Ltd | Paint | 115.90 |
| Radar Event Services Ltd | Stage and sound system | 946.20 |
| HSBC | Bank Charges | 26.94 |
| Martyn Lee | Fuel | 121.76 |
| Michael Norwell | Cafe items | 8.58 |
| Fiona Palmer | Lights | 264.75 |
| RJ Executive Cleaning Solutions | Cleaning | 360.00 |
| Lifestyle Home Solutions Ltd | Repairs | 168.00 |
| G Burley &Sons | Hanging Baskets | 1,908.36 |
| Continental Coffee Company | Cafe items | 122.99 |
| Various | Cafe items | 39.53 |
| Screenprint & Display Ltd | Signs | 403.32 |
| Staff | Wages | 17,857.10 |
| HMRC | Tax and NI | 5,741.71 |
| RJ Executive Cleaning Solutions | Cleaning | 468.00 |
| Buddies Florist | Flowers | 50.00 |
| Gleaming Panes Ltd | Window cleaning | 28.00 |
| Knighton | Cleaning materials - General | 317.46 |
| Rural Trader | Advertising | 263.04 |
| Secure a field | Fencing Work | 237.55 |
| SLCC | SLCC Membership | 229.00 |
| Various | Cafe items | 42.41 |
| Toolstation | Materials | 23.60 |
| Castle Donington Community Library | Library expenses | 459.00 |
| DVS Power Tools | Tools | 214.90 |
| British Legion | Poppies | 25.00 |
| RJ Executive Cleaning Solutions | Cleaning | 468.00 |
| Broxap Limited | Bollards for Hub | 811.20 |
| Jamie Christian | roofing repairs | 3,500.00 |
| Jane Hancox | Book Keeper | 338.40 |
| LRALC | Training | 20.00 |
| SLCC Enterprises Ltd | SLCC Membership | 292.74 |
| Ulyett Landscapes Ltd | Grounds Maintenance | 6,977.06 |
| Various | Cafe items | 75.93 |
| First Choice Foodservice | Cafe items | 156.22 |
| Continental Coffee Company | Cafe items |  |
| Various | Commercial Card | 934.60 |
| NWLDC | Rates Hub | 339.00 |
| NWLDC | Rates Hub | 1,410.00 |
| NWLDC | Rates - Village hall | 257.00 |
| BT | Computer software | 180.00 |
| Corona Energy | Electricity Spital Playing fields | 51.32 |
| NWLDC | Rates Cemetery | 58.00 |
| Canon | Photocopier | 128.84 |
| Paytek Admin Services Ltd (UTP) | Bank Charges | 22.80 |
| Barclaycard | Bank Charges | 35.38 |
| PEAC | Phone equipment | 322.80 |
| Willow Coffee | Coffee Machine - rental | 72.80 |
| Water plus | Water - village hall | 140.59 |
| Water plus | Water office | 104.84 |
| EE | Phone | 85.04 |
| Telecom Services | Phone | 112.82 |
| NWLDC | Trade Refuse | 188.93 |
| NWLDC | Trade Refuse | 37.18 |
| EDF Energy | Electricity Cemetery | 115.00 |
| NWLDC | Rates - Spital | 395.00 |
| Aviva | Pension | 1,010.17 |
| Corona Energy | Electricity Hub | 914.88 |
| Corona Energy | Electricity Spital Playing fields | 12.83 |
| Engie | Electricity - Village hall | 107.24 |
| Soldo | Bank Charges | 36.00 |
| Aldi | Cafe items | 18.39 |
| Aldi | Cafe items | 26.05 |
| Brandon hire Station | Plant hire | 103.37 |
| Huntingdon Stores | Plant hire | 28.35 |
|  |  | **54,503.69** |

1. **RESOLVED:** To review and receive receipts for November as circulated to all councillors at a total cost for the month of £14,338.42.

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| **Name** | **Description** | **Amount** |
| Hub Cafe | Cafe Takings | 82.10 |
| Hub Cafe | Cafe Takings | 93.10 |
| Hub Cafe | Cafe Takings | 210.80 |
| Hub Cafe | Cafe Takings | 64.40 |
| Hub Cafe | Cafe Takings | 36.80 |
| Hub Cafe | Cafe Takings | 327.37 |
| Castle Donington Community Library | Library expenses | 3.00 |
| Maximum Response Karate | Bookings - Moira Dale | 128.00 |
| Booking | Bookings - Hub | 60.00 |
| Guides | Bookings - Hub | 81.00 |
| Dynamicmotif Dance & Performing Arts Academy | Bookings - Moira Dale | 224.00 |
| Severn Trent Water | Compensation | 250.00 |
| Hub Cafe | Cafe Takings | 104.90 |
| Hub Cafe | Cafe Takings | 26.90 |
| Hub Cafe | Cafe Takings | 105.70 |
| Hub Cafe | Cafe Takings | 32.50 |
| Hub Cafe | Cafe Takings | 68.00 |
| Hub Cafe | Cafe Takings | 71.75 |
| Hub Cafe | Cafe Takings | 399.35 |
| Booking | Bookings - Hub | 68.00 |
| Joel & Grace Bunn | Wakes 2023 | 131.00 |
| Booking | Bookings - Hub | 75.00 |
| CD Volunteer Centre | Rent | 716.30 |
| Lisa Scherer | Bookings - Spital | 42.00 |
| Castle Donington Rangers | Bookings - Hub | 60.00 |
| Booking | Bookings - Hub | 122.00 |
| Castle Donington Community Library | Library expenses | 64.00 |
| Castle Donington Community Library | Library expenses | 48.00 |
| Castle Donington Community Library | Library expenses | 32.00 |
| CD Volunteer Centre | Volunteer shopping | 4.00 |
| CCLA | Interest | 2,041.10 |
| Beavers | Bookings - Spital | 67.25 |
| Cubs | Bookings - Spital | 89.00 |
| Church | Bookings - Moira Dale | 202.00 |
| Hub Cafe | Cafe Takings | 105.60 |
| Hub Cafe | Cafe Takings | 6.80 |
| Hub Cafe | Cafe Takings | 128.90 |
| Hub Cafe | Cafe Takings | 83.95 |
| Hub Cafe | Cafe Takings | 13.00 |
| Hub Cafe | Cafe Takings | 153.70 |
| Slimming World | Bookings - Spital | 217.50 |
| CD Volunteer Centre | Volunteer shopping | 97.00 |
| Castle Donington Community Library | Rent | 892.28 |
| Booking | Bookings - Hub | 85.00 |
| Booking | Bookings - Moira Dale | 86.00 |
| Castle Donington Community Library | Library expenses | 40.00 |
| Booking | Bookings - Hub | 68.00 |
| Insulated Render A | Miscellaneous | 85.00 |
| Kinton & Daughter Funeral Service Ltd | House Rent | 1,155.00 |
| Booking | Bookings - Hub | 46.00 |
| Castle Donington Community Library | Library expenses | 128.00 |
| Castle Donington Community Library | Library expenses | 48.00 |
| Castle Donington Community Library | Library expenses | 32.00 |
| Booking | Spital bookings | -42.00 |
| Booking | Bookings - Hub | 20.00 |
| Booking | Bookings - Hub | 3.50 |
| Booking | Bookings - Moira Dale | 84.00 |
| Booking | Bookings - Spital | 10.00 |
| Flower Club | Bookings - Hub | 73.00 |
| Hub Cafe | Cafe Takings | 372.25 |
| Booking | Bookings - Hub | -85.00 |
| Booking | Bookings - Moira Dale | 70.00 |
| Booking | Santa's Grotto | 6.00 |
| Kickboxing | Bookings - Spital | 772.14 |
| Cassie Wilkinson | Bookings - Hub | 85.00 |
| Booking | Santa's Grotto | 3.00 |
| Booking | Santa's Grotto | 6.00 |
| Booking | Santa's Grotto | 6.00 |
| J P Springthorpe & Co Ltd | Burial fees | 1,090.00 |
| J P Springthorpe & Co Ltd | Burial fees | 149.00 |
| Booking | Santa's Grotto | 3.00 |
| Booking | Bookings - Hub | 70.00 |
| Booking | Santa's Grotto | 6.00 |
| G E Simnett & Family Funeral Directors Ltd | Burial fees | 530.00 |
| Roger Smeeton & Co Memorials Ltd | Memorial fees | 72.00 |
| Booking | Santa's Grotto | 3.00 |
| Booking | Bookings - Hub | 85.00 |
| The Jungle Body with Cat G | Bookings - Moira Dale | 64.00 |
| Booking | Santa's Grotto | 6.00 |
| Kevin Lester | Burial fees | 171.00 |
| Red Dot Theatre Company | Bookings - Spital | 174.00 |
| Brownies and Rainbows | Bookings - Hub | 126.00 |
| Booking | Bookings - Hub | 85.00 |
| Various | Miscellaneous | -85.00 |
| Hub Cafe | Cafe Takings | 71.40 |
| Hub Cafe | Cafe Takings | 60.90 |
| Hub Cafe | Cafe Takings | 181.41 |
| Hub Cafe | Cafe Takings | 40.80 |
| Hub Cafe | Cafe Takings | 53.20 |
| Hub Cafe | Cafe Takings | 300.45 |
| Castle Donington Community Library | Library expenses | 40.00 |
| Castle Donington Community Library | Library expenses | 8.00 |
| Castle Donington Community Library | Library expenses | 16.00 |
| Various | Photo copier donation | 0.32 |
| Booking | Santa's Grotto | 3.00 |
| Booking | Community Hub bookings | 21.00 |
| Various | Santa's Grotto | 6.00 |
|  |  | **14,338.42** |

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

Bank balances:

* Current account – £7,229.46.
* HSBC savings account – £105,861.37.
* Public Sector Deposit Fund (earmarked reserves – £500,654.53.
* HSBC savings account (earmarked reserves) – £831,068.47.
* Soldo (pre-payment card) – £337.84

### 4984/23 TO RECEIVE THE NOTIFICATION OF THE NATIONAL PAY AWARD FOR STAFF

NALC issued the statement regarding the local government pay agreement which is backdated to April and has been agreed with NALC, LRALC etc which is for three staff members. **RESOLVED:** To receive the information.

### 4985/23 ANNUAL REQUEST FOR FUNDING FROM ST EDWARD’S CHURCH INRESPECT OF VILLAGE CLOCK AND FLOODLIGHTING

£600 per year is in the budget and is paid annually. **RESOLVED:** To approve the request of £600.

### 4986/23 TO CONSIDER A REPORT IN RELATION TO THE PROVISION OF REFUSE CONTAINERS AT THE VARIOUS PARISH COUNCIL VENUES AND FACILITIES

A report had been given to all Councillors and the Clerk advised that following issues with bin collections with NWLDC further investigations were carried out with three other refuge collection companies establishing various prices and services, some included recycling of waste. Cllr Kitchener gave a report detailing the background, costs and processes etc. Biffa was the cheapest option and included a recycling service making a cost saving and maintain a high level of service. **RESOLVED:** To approve to move to Biffa.

### 4987/23 community hub

1. To discuss and approve a “Point of Sale” system for the Community Café

All Councillors had been given a report the Clerk updated the meeting that the Parish Council had previously agreed to purchase a tablet for the kitchen to incorporate ordering, stock control, produce reports etc. Seven companies had been contacted to provide a full service and the preferred option had been demonstrated with kitchen staff. **RESOLVED:** To approve the company recommended at a cost of £54.99/month.

1. To discuss and approve carpark management procedure.

The Clerk gave an overview of history, issues and what is required with cars parking in the Community Hub car park for long periods of time and looking at options to try and enforce if needed. NWLDC don’t offer the service required and various other companies contacted. Cllr Hills gave an update on a company used by the church and EMA and MAN airports at a cost of £25 to register the car park on a national database and include signage with regulations agreed by the Parish Council. No cost is incurred to the Parish Council of any offending vehicles. **RESOLVED:** To approve to progress with the parking company.

### 4988/23 PLANNING COMMITTEE – cllr M Rogers – planning chairman

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

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| --- | --- | --- | --- |
| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** |
| 23/01037/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 |
| 23/01472/FUL | Land at StudBrook Business Park, Welsted Road | Proposed Coffee Shop with Drive Thru facility (Class E), associated access, parking, landscaping works and infrastructure | No objection |
| 23/01511/CLE | 67 High Street | Certificate of existing lawful development to confirm implementation of planning permission 20/00681/FUL | No objection |
| 23/01559/ADC | Land North of Welsted Road | Display of illuminated and non-illuminated signage to proposed convenience store | No objection |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLAN NO** | **ADDRESS** | **DETAILS** | **OBSERVATIONS** | **DECISION** |
| 23/01135/VCU | Land to the rear of 107 and 109 Park Lane | Demolition of existing domestic garage and erection of 2 semi-detached dwellings without complying with condition 2 of planning permission reference 20/01112/FUL to include amendments to the approved design, including alterations to the layout, design and number of windows and doors, detailing, materials, an increase in ridge height to allow for accommodation within the roof space and alterations to associated landscaping | Object as CDPC feels it is over dominant and overlooking neighbouring properties. Please refer to the Local Plan – policy D2 – amenity (1) | Approved |
| 23/01296/AGP | Land off Back Lane | Proposed agricultural building (Agricultural Prior Notification) | Object as the information is incorrect. Request additional and correction information to make an informed comment. | Approved |
| 23/01297/AGP | Land off Back Lane | Proposed agricultural private way (Agricultural Prior Notification) | Object as the information is incorrect. Request additional and correction information to make an informed comment. | Approved |
| 23/01441/NMA | DHL Aviation, Building 121, EMA Cargo West | Non material minor amendment to planning permission 17/01386/VCIM for the installation of four additional doors in the eastern elevation together with the erection of a canopy, extension of decking in the loading and offloading area and the siting of two storage containers | FOR INFORMATION ONLY | Approved |

1. Consultation on yellow line scheme for Delven Lane and Tanyard Close. [News | Castle Donington Parish Council (castledonington-pc.gov.uk)](https://www.castledonington-pc.gov.uk/news/2023/11/proposed-no-waiting-delven-lane-and-tanyard-close)

**RESOLVED:** To fully support both schemes.

1. Consultation on Breedon Parish Council Neighbourhood Plan. [*https://www.breedonparishcouncil.org.uk/neighbourhood-plan*](https://www.breedonparishcouncil.org.uk/neighbourhood-plan)

**RESOLVED:** To receive the information.

1. East Midlands Airport Parish Forum – Slides for councillors’ information. [News | Castle Donington Parish Council (castledonington-pc.gov.uk)](https://www.castledonington-pc.gov.uk/news/2023/11/ema-parish-forum-november-2023)

**RESOLVED:** To receive the information.

**4989/23 AMENITIES COMMITTEE MATTERS**

1. Remembrance parade and service – After event update report.

John Pincombe thanked the Parish Council for all their help on behalf of the Royal British Legion which is very grateful. The Clerk advised that everything went to plan with support from 4x4, Rolls Royce band including attending the service in Hemington. **RESOLVED:** To receive the information.

1. Christmas events and activities at the Community Hub – Update report given to all Councillors and events are in progress. The PC has been given a wonderful Santas letterbox which has been made by a staff member at their own cost. **RESOLVED:** To receive the information.
2. Christmas Cheer event – Update report.

Thanks to those who are able to help and all is in place with a few last minute minor changes with a good balance of music, activities for the children, fair rides and classic vehicles on Borough Street to encourage people to the shops which are staying open. **RESOLVED:** To receive the information.

1. Cemetery bins – Update report on removal of some bins due to increased costs and future plans.

The smaller bins were removed when costs were reviewed but a large bin was still being provided. However, a few issues had occurred with cemetery visitors dumping dead flowers on a memorial bench and dog poo bags on the watering can station which is very disappointing and disrespectful. Two large bins will now be placed in the cemetery. **RESOLVED:** To receive the information.

**4990/23 RECREATION COMMITTEE – CLLR K BRADLEY – RECREATION VICE CHAIRMAN**

1. 3G and gym provision at the college. Update report on current position.

The college and trust have finally agreed with the Football Foundation to proceed with an application for a 3G pitch accessed directly off the playground. This will mean the loss of a football pitch used by the Parish Council. Meeting is programmed for next week for an update. No update has been received regarding gym. **RESOLVED:** To receive the information.

1. To approve a quote for undertaking tree health and safety reports on high-risk areas.

Quotes have been requested from three contractors to undertake health and safety reports on various high-risk areas. Two quotes have been received with the cheapest having worked for the Parish Council previously. **RESOLVED:** To approve the works be carried out with LCC.

1. Allotment gate padlock issues

The allotment gate padlock has been replaced four times this year at a cost of £150 each time, this has now been removed due to inappropriate use and vandalism. After investigations with National Allotment Society, various allotments and holders the preferred option going forward is a key system. Quote received for a high security system with numbered key which cannot be copied was obtained. This would incur a refundable deposit to obtain a key and sign an addendum to the tenancy agreement. **RESOLVED:** to progress the purchase of the new padlock system at £20 refundable deposit for a key.

Meeting closed 8.26pm

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

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