



HUGGLESCOTE & DONINGTON  
LE HEATH PARISH COUNCIL

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To: The Chairman and Members of Hugglescote and Donington le Heath Parish Council

15 July 2016

Dear Councillor.

I hereby give notice that an **Ordinary Meeting** of the **Hugglescote and Donington le Heath Parish Council** is to be held on **Thursday 21 July 2016 at 7.30 pm** at the Community Centre, Grange Road, Hugglescote.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting set out in the agenda below.

Yours faithfully

Simon Weaver  
Parish Clerk

**1 APOLOGIES FOR ABSENCE**

To receive any apologies of absence.

**2 DECLARATIONS OF INTEREST**

To receive any disclosable pecuniary and non pecuniary interests from members on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

Members may remain in the meeting and take part fully in discussion and voting unless the interest is pecuniary.

### **3 POLICING MATTERS**

To meet representatives of the Local beat PC/PCSO's to discuss any matters that may be raised.

### **4 INFORMAL PUBLIC PARTICIPATION SESSION (15 MINUTES)**

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Any changes to the time duration will be at the Chairman's discretion.

### **5 TALK & TOUR CLUB**

To further discuss with members of the Talk & Tour Club a proposed grant application request. The item discussed at the June meeting of the Council is **attached**.

### **6 MINUTES**

To approve the minutes of the previous meeting held on 16<sup>th</sup> June (**copy attached**).

### **7 PLANNING MATTERS**

Please note that applications can be viewed online at [www.nwleics.gov.uk](http://www.nwleics.gov.uk).

#### **(a) Applications received.**

- (i) App Ref 16/00742/PDNRTR  
123 Central Road Hugglescote**  
Prior approval notification for change of use from shop to residential dwelling
- (ii) App Ref 16/00652/FUL  
8 Richmond Road Donington Le Heath**  
Erection and replaced single storey rear extension
- (iii) App Ref 16/00690/FUL  
Frearson Road**  
Change of use of land to residential curtilidge for use in association with 8 Jacks Walk including the erection of feature wall / fence
- (iv) App Ref 16/00698/FUL  
Land at Townsend Lane Donington Le Heath**  
Erection of three detached dwellings with ancillary garages and associated works.

**(b) Decisions Approved**

**(i) Hugglescote Methodist Church**

Change of use

**(ii) 62 Station Road Hugglescote**

Change of use of garden and erection of office /studio

**(c) Planning Group**

No meeting has been held since the last Parish Council.

**(d) Local Plan**

The District Council is publishing the Local Plan for consultation from 4<sup>th</sup> July until 5pm on 15<sup>th</sup> August 2016.

The Statement of Representations and the Statement of Fact details are **attached** which details the consultation including where copies of the documents can be viewed or accessed.

**8 FINANCIAL MATTERS**

**(a) Audit of Accounts Annual Return 2015/16**

**Internal Auditors Report**

The Clerk reports that Richard Willcocks of Redwood Pryor, the Councils appointed Internal Auditor, has concluded the Audit for the financial year ended 31 March 2016. The full report is **attached** and will be made available on the Financial Information section of the Council's website.

**In Summary:**

Following a change to the recommended internal audit process by the ALC a number of new audit questions have been introduced, primarily affecting Council governance and procedure, rather than of a financial nature

For this internal audit there are some recommendations made , most of which are a consequence of these new audit questions and as such should be considered as Opportunities for Improvement, rather than any reduction in the high standards of control that the Clerk continues to maintain.

The overall internal audit assurance rating remains as **GOOD**

(The highest rating available)

**Recommendations made**

(i) That the Council considers preparing and adopting an Equal Opportunities policy and publishing it on the Council's website.

(ii) That there is a monthly inspection of the Council's assets by the councillors, based on allocation of specific assets.

- (iii) That a secondary back up of data on the Clerk's PC is undertaken to provide extra data security.
- (iv) Clerk to now consider listing and minuting Receipts.

### **Recommendations**

- (i) **That the report and recommendations be adopted.**
- (ii) **That Richard Willcocks (Redwood Pryor) be engaged as the Councils Internal Auditor for 2016/17 at a fee to be agreed.**

### **(b) Quarterly Budget Statement 2016-2017**

To receive the quarterly budget statement for the period ending 30 June 2016  
**(to follow).**

### **(c) Accounts for Payment**

To authorise invoices received and debit card payments made and any receipts received since the last meeting. (An updated schedule of payments will be circulated prior to the meeting)

## **9 HIGHWAYS ISSUES**

To discuss any Highways issues raised.

## **10 WARD & COUNTY COUNCILLORS REPORT**

To receive ward members reports on matters affecting the Parish (for information only)

- (a) North West Leicestershire District Council
- (b) Leicestershire County Council

## **11 BEAR FACTS**

At a meeting held on 14 July 2016 the Community Engagement Group discussed the future provision in producing Bear Facts, number of editions, content and delivery.

It was suggested and recommended that BF be produced at least three times a year, to coincide with Easter (March edition) Summer (July) and Late Autumn / Christmas (Nov/Dec) and that the group discuss with the co-ordinator how the content can be extended to include community group activities.

**Member's views are sought**

## **12 REPORTS FROM GROUPS, TRAINING AND EVENTS**

To receive reports from Groups, Training and Events attended by Members (matters not discussed elsewhere on the agenda).

### **(a) Community Engagement Working Group**

Film Nights and discuss suggestions for events to be held which engage with and encourage local community identity.

### **(b) Hugglescote & Donington Le Heath Heritage Society**

### **(c) Planning Task & Finish Group**

### **(d) Property, Land and Grounds Maintenance Group**

### **(e) Sence Valley Environmental Improvement Project**

### **(f) 1620's House (Manor House) partnership**

### **(g) Training / Meeting / Events attended**

## **13 CLERKS UPDATE**

For information the updated action/forward work plan **to follow**.

## **14 CORRESPONDENCE RECEIVED**

## **15 BEAR FACTS**

To consider articles and information for inclusion in the Councils newsletter.

## **16 ITEMS FOR FUTURE MEETINGS**

## **17 DATES**

**(i) Parish Council meetings**  
Thursday 15 September May 2016

**(ii) Parish tidy up / litter pick**  
Saturday 4 September 2016 10.00 am

Simon Weaver Clerk

**18 PRIVATE MEMBERS SESSION**

**19 EXCLUSION OF THE PRESS AND PUBLIC**

To exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity in respect of the following item, would be prejudicial to public interest by reason of its confidential nature.

**20 WW1 and PIDGEON BOOKS**

To consider further the request from Llynda Baugh to acquire the books.

**21 STAFFING MATTERS**

**Clerks Appraisal, Job Evaluation and Hours of Work review.**

Cllr Jennings to update members on the outcomes relating to the Clerks appraisal review carried out May / June 2016.

A report from the Clerk detailing the discussions and proposals is **attached**.

**Resolutions Required.**