



Hugglescote & Donington Le Heath Parish Council

Parish Clerk: *Simon Weaver*

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Notice of an Ordinary Parish Council Meeting

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

11th April 2025

Dear Councillor

I hereby give notice that an **Ordinary Meeting** of **Hugglescote and Donington le Heath Parish Council** is to be held on **Thursday 17th April 2025** at the Community Centre, Grange Road, Hugglescote. Commencing at 7.30pm.

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.

Copies of the agenda will be available at the Hugglescote Community Centre and are available on the parish council web site; www.huggdonpc.org.uk or emailing the Clerk at clerk@huggdonpc.org.uk.

Members of the public and press are welcome to attend.

Yours faithfully

Simon Weaver

Clerk to the Council

1 Apologies for Absence

To receive and approve reasons for absence. Members are reminded to give apologies of absence and reasons to the Clerk at their earliest convenience.

2 Declarations of Interest

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

3 Dispensations

To receive any applications for dispensation.

4 Policing

Report from Local Police Officers, (Beat Team).

To view crime reports – www.police.uk –key in the postcode you require – note that all details may be at least 2 months out of date.

www.neighbourhoodlink.co.uk or www.leics.police.uk/support

Updates will be circulated prior to the meeting.

5 Reports from District Councillors

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

6 Public Session (up to 15 minutes)

Business of the meeting to stand aside for members of the public to address the Council in relation of any item of council business on the agenda or request matters to be discussed at subsequent meeting.

7 To Confirm the Minutes of the Parish Council Meeting held on 20th March 2025

8 Green Spaces Ashburton Road Hugglescote

To receive any update.

9 Ashburton Road Lease

The Clerk reports that Solicitors have been engaged to act on behalf of the Council.

10 Planning Matters

Please note that all applications can be viewed online at:

<http://plans.nwleics.gov.uk/public-access/search.do?action=simple&searchType=Application>

(a) Applications Received.

Applications received after the printing of this agenda will be reported to this meeting.

- (i) **App Ref 25/00470/FUL**
Erection of two storey side extension
Location: 186 Ashburton Road Hugglescote

(b) Planning Group

Comments made to applications previously received are appended to the minutes and have been circulated and forward to the Planning Authority and added to the Planning Portal.

(c) Approved / Withdrawn / Refused Applications

Approved

- (i) App Ref 2024/VOCRMa/0153/LCC
Land to the south of the A511 Bardon Road, Coalville
- (ii) App Ref 25/00228/FUL 1 Wainwright Road Hugglescote

(d) Planning Wizard

A list of valid planning objections is being finalised and attached to the Planning Wizard for residents to use in responding to any application submitted. It is suggested that the Planning Group is given delegated authority to approve the objections to be used.

Decision Required

11 Neighbourhood Plan Review 2025-26

The Housing Needs Assessment has been completed and the report has been attached to the Neighbourhood Plan page on the Councils website.

12 Whitwick Mining Disaster Memorial Sites David Wilson Homes Development

To receive any update regarding the transfer of sites from David Wilson Homes to the Parish Council.

13 Finance

(a) Final Accounts 2024-25

- (i) To Receive the Bank Reconciliation to the end of March 2025
- (ii) To Receive the Reserves Balance for 2024-25
- (iii) To Receive Summary of Receipts and Payments for 2024-25.

To Note

(b) Invoices for Payment

- (i) To consider and approve invoices for payment itemised on the schedule for April 2025.

(ii) To confirm the transactions approved prior to the year end March 2025.

(c) Internal Scrutiny of Accounts

Cllr Jordan reports that he has reviewed a list of payments / receipts made during 2024/25 and confirms that are all compliant with Council regulations.

To note.

(d) Community Grants V E Day

To confirm the applications received for grants (up to £75.00) to hold celebratory events to mark the 80th Anniversary of VE Day Schedule of applications to be forwarded.

14 Community Governance Review

To consider the content of the Democratic Services Team Managers email, copy and further information attached and consider a response, by the 30th May 2025, for the District Councils Electoral Review Working Party to consider.

Members to consider a response.

15 Policies & Procedures – Risk Management

These documents are produced to enable the Parish Council to assess the financial and management risks that it faces and to satisfy itself that it takes adequate steps to minimise them. Policies attached and have previously been circulated to Members.

(i) Financial

(ii) Non-Financial

Recommendation

Subject to any comments received to approve the documents as presented. These documents to be updated as changes occur.

Resolution Required

16 Small Grants

Following Councils decision to increase the Small Grant Budget to £1,500.00 it is timely to review the criteria and procedure in awarding any grant. It is suggested to set a small task & finish group to agree the agreement for approval at the Annual Meeting of the Council in May 2025.

Recommendation

If in agreement establish a task & finish group to draft a policy and nominations required.

Resolution Required

17 Annual Parish Meeting 2025

To confirm the Annual Parish Meeting will be held on the 15 May 2025 at 7.30 prior to the Annual Meeting of the Council and to consider arrangements for the meeting.

18 Millfield Pavilion Project

To receive a report from the Working Group.

19 Easement of Access to The Footpath -The Green Donington Le Heath

To receive any update from LCC Highways

20 Village Fete 7 June 2025

Cllr Pearson to update from the Village Fete Group meeting held.

21 Community Projects to Update

- (a) Spring Bank Holiday Multi Sports Session.
To approve hold a Multi Sports Session Friday 30 May 2024

22 Land and Property

- (a) Confirm any actions taken.
(b) Reports Received to Action / Consider

LCC–Parish Partnership–to be discussed at the LCC Operational meeting with parishes on 24th April 2024.
To consider whether there are improvements that could be made by the Parish Council working in partnership with the County Council. Email circulated 15th March 2024 and attached.

Members Views are Sought

- (c) St Marys Allotments
(i) Task & Finish Group meeting to be arranged once the Clerk and Cllr Pearson finalise drafting a new agreement for consideration.

Meeting to be arranged

- (ii) The mound of spoil / waste has been cleared and raised beds are now being planned. Reports of fly tipping being investigated.
To Note
(iii) The project to clear up the area included replacing a small gate. However, there are in total three gates and Members are requested to consider purchasing two additional gates at a cost to be advised plus installation. The original proposal was to replace a wooden gate, however metal self-closing gates that operate either side would be more functional.

Members Instructions Sought

23 Environment, Highways and Parking

(a) Environment:

(b) Highways: to note / update on any reports received

24 Consultations Received

25 Parish Clerk Report

26 To note correspondence and agree suitable responses

27 Councillors Reports

To receive reports from Members which may be of interest to the Parish Council.
(Matters not discussed elsewhere on the agenda).

28 Parish Newsletter Bear Facts and Social Media

To consider provision of articles and information for inclusion / distribution using the council's newsletter / social media channels.

29 To agree items for future agenda items No discussion required.

30 Future Meetings and Events

Fete Planning Meeting

Tuesday 13th May 2025

Pavilion Working Party

Date to be agreed

Community Tidy up

Dates to be agreed

Meeting of the Parish

Thursday 15th May 2025 7.30

Parish Council Annual Meeting

Thursday 15 May 2025 (to follow Parish Meeting)