

Birstall Parish Council
Minutes of the Council Meeting Held on Monday, 14 October 2024

Present: Councillors R Vincent (Chair), J Cassidy, N Chavda, T Fowler, L Halliwell, K Haywood, A Khayer, J Locke, D McNeil, J Palmer, R Payne, A Scott, M Scott, R Thornton and C Vincent.

In attendance: Mrs S Coulson (Clerk), Ms. P Beall (Admin Assistant), and four members of the public.

PUBLIC OPEN SESSION: Members of the public may ask questions, make representations, answer questions, and give evidence in respect of the business on the agenda:

A resident requested that the Council consider other ways of advertising when the Council meetings are held to encourage more people to attend.

County Cllr D Grimley summarised his report that he had circulated to all Councillors.

11865 1 - APOLOGIES:

a) To receive, consider, and accept Councillors' apologies for absence:

Cllr C Talbot (personal reasons).

RESOLVED: That the apologies be received and accepted.

11866 2 – CO-OPTION:

a) To receive and consider an application for co-option onto the Netherhall Ward:

RESOLVED: To co-opt Carl Winnick onto the Parish Council for the Netherhall Ward.

11867 3 - DISCLOSURES OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND REQUESTS FOR DISPENSATIONS: For information, disclosable pecuniary interests and registrable interests relate to entries that are included, or should be included, on a Councillors' register of interest. Non-registrable interests relate to any other matters:

No disclosures were received.

11868 4 - MINUTES:

a) To confirm as an accurate record the minutes of the Council meeting held on 9 September 2024:

RESOLVED: That the minutes of the Council meeting held on 9 September 2024 be signed as an accurate record.

11869 5 - COMMUNITY POLICING:

a) To receive the Local Beat Newsletter:

RESOLVED: that the Local Beat Newsletter be received.

The Chair informed Councillors of further information that had been received by Councillors relating to Community Speed Watch. The Council were being asked to suggest four locations in Birstall for the Community Speed Watch group to consider.

Councillors identified: Greengate Lane and the bridge, Birstall Road, Wanlip Lane and Sibson Road and requested that the Clerk inform Pc Stu Venables of the four locations.

11870 6 - APPROVED COMMITTEE MEETING MINUTES: For information only.

a) Planning Committee – 19 August 2024:

b) Estates & Recreation Committee – 19 August 2024:

c) Management & Policy Committee – 2 September 2024

The Chair reminded Councillors that at the previous meeting the Council resolved for hyperlinks to the approved minutes on the Council website be included on the agenda for Councillors to view to save time and costs in producing hard copies.

11871 **7 – SECTION 53 – WILDLIFE AND COUNTRYSIDE ACT 1981 – ADDITION OF PUBLIC FOOTPATH J115 AT THE SCHOOL LANE PLAYING FIELDS IN THE PARISH OF BIRSTALL AND THE BOROUGH OF CHARNWOOD DEFINITIVE MAP MODIFICATION ORDER 2024:**

a) To address comments and email communication from the applicant:

The Chair reminded Councillors that they had received the email communications with attachments relating to this matter. He then summarised the Parish Council's position.

The Chair informed Councillors that agenda item 23 will be an opportunity for further discussion on the matter and for the Council to consider and make a decision on the way forward.

11872 **8 - FINANCE & ACCOUNTS:**

a) To receive, approve and authorise invoiced expenditure of £49,026.94 net for August 2024:

RESOLVED: To approve and authorise the invoiced expenditure for August 2024.

b) To note the receipt of the 2nd instalment of the Precept - £251,056:

RESOLVED: That the receipt of the 2nd instalment of the Precept be noted.

c) To receive the half-yearly Financial Budget Comparison Report up to and including 30 September 2024:

RESOLVED: That the half-yearly Financial Budget Comparison Report be received.

d) To receive and consider options for Christmas Hamper provision and authorise the expenditure:

Councillors considered and discussed the six options presented to them.

RESOLVED: To choose option 1 – Festive Family Fayre Hamper and authorise the Clerk to purchase 20 Hampers at a cost of £23.33 net each amounting to £466.60.

11873 **9 – NALC – LOCAL COUNCIL AWARD SCHEME:**

a) To receive a certificate awarding Foundation Level achievement for the Council:

RESOLVED: that certificate be received.

11874 **10 – POLICY REVIEW:**

a) To receive an updated Policy Index Sheet:

RESOLVED: that the Policy Index Sheet be received.

b) To receive, consider and adopt the Allotment Management Policy:

RESOLVED: to adopt the Allotment Management Policy.

c) To receive, consider and adopt the Press & Media Policy:

The Chair reminded Councillors that a copy of the current Press & Media Policy had been included in the agenda packs along with a copy of NALC's model template comparison.

RESOLVED: To approve and adopt NALC's model template with amendments.

11875 **11 – COUNCILLORS ANNUAL INSPECTIONS:**

a) To receive a list of all areas to be inspected by Councillors:

Councillors nominated themselves to inspect the assets on the list and for them to liaise with the office for copies of the reports and to gain access to areas.

11876 **12 – REMEMBRANCE SERVICE & PARADE:**

a) To receive information for the event:

The Clerk informed the Council that a Deputy Lord Lieutenant had been assigned to Birstall and the finer details would be discussed at a Remembrance Event meeting to be held on Thursday, 17 October 2024.

b) Request for volunteers for the road closures:

Two Councillors put themselves forward at the meeting to assist with the road closures.

The Chair noted that not all Councillors were present and suggested that the Clerk makes a request by email to all Councillors.

11877 **13 – MUGA PROJECT:** To receive updates.

The Clerk delivered an update and reported that the Council were still waiting for a decision from the Planning Authority.

11878 **14 – YOUTH PROVISION:**

a) To receive a Councillor agenda item form – BPC Youth Services Business Plan – Cllr R Thornton:

Cllr R Thornton was invited to deliver his agenda item request.

b) To consider adopting a draft "BPC Youth Services Business Plan" as the model on which applications for the use of Council property for proposed Youth Services should be made – Cllr R Thornton:

The Chair suggested that the model plan could be adopted but informed the Council that steps for moving forward on youth provision had yet to be agreed and requested an agenda item for the next meeting of next steps for youth provision.

RESOLVED: To adopt the plan as a model dependent on the outcome of the next steps for youth provision agenda item at the next Council meeting.

11879 **15 - AGE UK – BATHING SERVICE REPORT:**

To receive an updated report:

RESOLVED: That the report be received.

11880 **16 – FREEDOM OF INFORMATION REQUESTS:** To receive notification of any requests received:

None received.

11881 **17 – RESOLUTION PROGRESS REPORT:**

a) To receive a revised publicly accessible report.

The progress report was received.

11882 **18 - COMPLAINTS REGISTER:** To receive the Council's Complaint Register:

None received.

11883 **19– CORRESPONDENCE RECEIVED:**

None received.

11884 **20 – WARD COMMUNICATIONS:**

Cllr J Cassidy reported that as the Council's nominated representative he had attended the Road Safety Committee meeting at Charnwood Borough Council.

Cllr K Haywood reported posts on social media relating to the BMX track of unauthorised work to the track by a member of the public and photographs being posted of staff. It was agreed that Cllr K Haywood would forward the posts to the Clerk.

The Council suggested that the Clerk contacted the member of the public to request that he refrained from taking and posting photographs of the staff on social media and to invite him to attend a Council meeting to further discuss the unauthorised work to the BMX track.

11885 **21 – CHAIR’S ANNOUNCEMENTS:** None.

11886 **22 – EXEMPT INFORMATION:** *To consider excluding the press and public under the Public Bodies (Admission to Meetings) Act 1960 s.1(2) and the Local Government Act 1972 s.100(2) **by resolution** for the following agenda items due to the confidential/sensitive nature of the business to be transacted – **Legal Matters.***

11887 **23 – LEGAL MATTERS:**

a) To discuss and consider options going forward relating to agenda item 7:

RESOLVED: To withdraw the Council's objection.

11888 **24 – RETURN TO AGENDA:**

a) To return to the business on the agenda by resolution:

RESOLVED: To return to the business on the agenda.

11889 **DATE OF NEXT MEETING:** Monday, 11 November 2024 at 7:00pm

11890 The meeting closed at 9:05pm.

Chairman

Date



**Leicestershire
Police**

Protecting our communities

BPC – Local Policing Updates

11th November 2024

Apologies

PC 1365 Stu Venables will be aiming to attend the meeting, however please accept his apologies if due to operational demand he is unable to attend – In this event please accept the update below;

Community Speed Watch (CSW)

Since my previous update regarding the CSW Initiative, the call for location suggestions has been received from multiple volunteers and yourselves in the Council and from responses received we have now identified the following locations being highlighted:

- Wanlip Lane
- Greengate Lane
- Birstall Road
- Sibson Road
- Loughborough Road/A6 corridor

As we can only have four locations, from responses received, Loughborough Road was highlighted more often than either Sibson Road and Birstall Road, therefore we would request the Council make the final deliberations and determine the official four locations.

The closing date for nominations is the 15th of November and the Local Policing Team trust that the BPC will effect a decision on the final running order of locations ahead of this on behalf of the Birstall Community.

Additionally, out of the list of volunteers that have come forward, 1 volunteer has stepped forward showing a willingness to be considered as co-ordinator for the CSW.

Burglaries

As you are all likely aware, since the last report we have experienced a further rise in Burglaries, both across Birstall and Wanlip. Since the 14th of October there have been 3 Residential Burglaries on the Goscote Ward. A further Business and Community Burglary has occurred on Hannah Parade and an address off Rectory Road in Wanlip has also occurred.

Investigations are ongoing, and due to the ongoing increase in burglaries not just in Birstall but force wide, senior officers continue to closely monitor the situation and have begun implementing various strategies.

Given these further reports of Burglary in the community, PC 1365 Stu Venables and PCSO 6174 Jon Harrison would still encourage the community to review their home security measures and remain vigilant, particularly during the evening and early morning hours. Additionally, as the community navigates through Halloween/Diwali/Bonfire Night and then the run-up to Christmas and New Year, that extra attention be drawn to security during times of absence from respective residencies. If anyone notices any suspicious activity, please report it to the Police immediately.

In the event of a crime in progress, always call 999

Diwali, Halloween & Bonfire Night

Nationally an increase is expected and as such as part of our policing response, we have had additional officers patrolling hotspot locations throughout this period. The Local Policing Team will monitor these reports and take appropriate action in the circumstances.

Additional Information

As per the previous report, PC 1365 Stu Venables and PCSO 6174 Jon Harrison are pleased to inform the Council that the two previously reported homeless males have both now been accommodated by the local authority.

Finally, in recent weeks, the Council may have become aware of an individual residing in Birstall who has been involved in Anti-Social behaviour (ASB) causing upset to local businesses and residents and the wider community, alongside having an impact on the demand of emergency services. PC 1365 Stu Venables is fully aware of this individual and is pursuing all reasonable lines to firstly support this individual, but also to hold them to account, utilising an incremental approach with partner agencies, to combat the individual's behaviour and seek resolve.

If you have any questions or would like to discuss any of the mentioned topics further or discuss something else, please feel free to make direct contact.

Best regards

PC 1365 Stu Venables (Dedicated Neighbourhood Officer – Birstall & Wanlip)

PCSO 6174 Jon Harrison (Dedicated Neighbourhood Team Member – Birstall & Wanlip)

Paid Expenditure Transactions

paid between 01/09/24 and 30/09/24

Lines highlighted in **GREEN** were approved by the Estates & Recreation Committee on 28 October 2024
 Lines highlighted in **YELLOW** were approved by the Events Committee on 19 August 2024 and 28 October 2024

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Ctee	Details	Heading
OL36352973	02/09/24	42730		£250.00	£0.00	£250.00	BPC Public	VH Ref Dep / Bange / 31.08.2024 1281
DC020924/64	02/09/24	42843		£65.53	£10.94	£54.59	E & R B & Q	Dammation Tape x 2 electrical tape x 2 Timber Eye Stick, Brush Sel Heavy card grov x 4 1317/1
DC020924/64	02/09/24	42858		£48.46	£8.08	£40.38	E & R B & Q	Brush Cleaner Premium wood miracle grov x 4 1317/1
DC020924/64	02/09/24	42884		£59.18	£9.86	£49.32	E & R B & Q	Patio Sealer Steel wire x 2 parallel pin punch sel, Screws x 4 1317/1
DD000924/89	02/09/24	42927		£122.10	£20.35	£101.75	E & R BPC Public	0.62 Tonnes general waste loose HF / 1281
OL36352591	02/09/24	42942		£250.00	£0.00	£250.00	BPC Public	Pension Monthly Payment - AUGUST 1291/5
OL36212651	02/09/24	43013		£1,472.72	£0.00	£1,472.72	BPC NEST Corporation	1281/5
PC031924/10	02/09/24	43035		£20.80	£11.80	£59.00	E & R Agrisellix Electric Farming	Ultimate Garden post 75cm x 2 1317/1
OL36386715	03/09/24	42951		£251.00	£0.00	£251.00	BPC Public	Ref Dep / H/FH / 1281
OL36386950	03/09/24	42970		£54.84	£9.14	£45.70	E & R Fosse Bearing Units Ltd	Double Row Self Aligning Bearing RI 6 1317/2
DC050924/79	05/09/24	43016		£105.00	£0.00	£105.00	BPC Environment Agency	3 Year Waste Carrier Registration 1295/3
DD000924/82	06/09/24	43119		£212.10	£35.35	£176.75	E & R L & S Engineers Ltd	Drum Mini & Maxi 1317/2
DD000924/75	06/09/24	43015		£55.00	£0.00	£55.00	BPC ICO	Annual Data Protection Fee 1259
DD000924/82	09/09/24	42983		£31.51	£5.25	£26.26	E & R Biffa Waste Services Ltd	0.18 Tonnes General Waste Loose 1317/1
OL36547051	09/09/24	42939		£250.00	£0.00	£250.00	BPC Public	HF Ref Dep / 1281
OL36547441	09/09/24	42952		£100.00	£0.00	£100.00	BPC Public	Ref Dep / H/FH / 1281
DC000924/60	09/09/24	43022		£94.24	£14.01	£79.23	E & R Amazon Co Uk	Do not park on the grass sign x 4 Cemetery 1330
DC090924/79	09/09/24	43029		£76.34	£12.74	£63.60	BPC Amazon Co Uk	A4 Acrylic frames for village hall signs x 1261
OL36551951	10/09/24	42991		£360.00	£0.00	£360.00	E & R Electric Ltd	All 9th Light in toy cupboard - fit 5th light in Clerks office, replace emergency light VH, Replace emergency changing room vial light, replace light in office/vale 1301/2
OL36581597	10/09/24	42993		£1,638.00	£273.00	£1,365.00	BPC Moore East Midlands	External Audit for 2023/24 1263
DD100924/03	10/09/24	43002		£236.12	£11.25	£224.87	BPC Total Energies	Electricity - Estates - July 2024 1252/2
DD100924/09	10/09/24	43003		£35.68	£1.70	£33.98	BPC Total Energies	Electricity - Changing Rooms - July 2024 1252/6
DD100924/49	10/09/24	43004		£395.12	£18.82	£376.30	BPC Total Energies	Electricity - Village Hall - July 2024 1252/1
DD100924/45	10/09/24	43005		£82.56	£3.94	£78.62	BPC Total Energies	Electricity - Cemetery 1.7.24 to 31.7.24 1252/3
DD100924/39	10/09/24	43006		£19.13	£0.91	£18.22	BPC Total Energies	Electricity - Forge - July 2024 1252/4
DD100924/52	10/09/24	43007		£308.72	£14.70	£294.02	BPC Total Energies	Electricity - Pavilion - July 2024 1252/7
DD100924/19	10/09/24	43009		£239.65	£11.42	£228.23	BPC Total Energies	Electricity - H/FH - July 2024 1252/8
OL36581249	10/09/24	43010		£73.96	£12.32	£61.64	E & R Squire Alarms Ltd	To supply and fit 2 x new batteries in panels 1301/1
OL36581082	10/09/24	43011		£475.20	£79.20	£396.00	E & R ICE	Toilet cleaning services Aug Sept & V/Fall 1335
OL36580657	10/09/24	43012		£38.40	£6.40	£32.00	BPC Espo	Shredder Bags x 100 Zpks 1261

Paid Expenditure Transactions Start of year 01/10/24

paid between 01/09/24 and 30/09/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Ctee	Details	Heading
OL36582269	10/09/24	43020		£900.00	£150.00	£750.00 EC	Daytona Stage Hire	Stage Hire gala 2025 less credit from
OL36581901	10/09/24	43018		£98.33	£16.39	£81.94 E & R	William Harcock Limited	Standard Duty Grey Flag
OL36582269	10/09/24	43014/1		£11.94	£1.99	£9.95 BPC	Espos	A3 Laminator pouches
OL36582269	10/09/24	43014/2		£395.10	£65.85	£329.25 E & R	Espos	Clear Refuse Sacks x 15 boxes
DC110924/90	11/09/24	42994		£5,560.73	£926.79	£4,633.94 E & R	AA Fenring	2 (M) Steel Pallets x 30
DC110924/23	11/09/24	43027		£91.40	£15.23	£76.17 E & R	System Service Station	Diesel 64.41L @ £1.419L
DD130924/53	12/09/24	42933		£117.10	£19.52	£97.58 E & R	Parkers Motors Services Ltd	Kuasa 2yr Leisure Battery
DD130924/36	13/09/24	42995		£44.42	£2.12	£42.30 BPC	Espos	Gas - HFH - July 2024
DD130924/00	13/09/24	42996		£107.01	£5.10	£101.91 BPC	Espos	Gas - Village Hall - July 2024
DD130924/00	13/09/24	42997		£153.59	£7.31	£146.28 BPC	Espos	Gas - Day centre - July 2024
DD130924/00	13/09/24	42998		£42.94	£2.04	£40.90 BPC	Espos	Gas - RDB - July 2024
DD130924/00	13/09/24	42999		£41.03	£1.95	£39.08 BPC	Espos	Gas - Estates - July 2024
DD130924/00	13/09/24	43000		£124.95	£5.95	£119.00 BPC	Espos	Gas - Changing Rooms - July 2024
DD130924/00	13/09/24	43001		£218.51	£10.41	£208.10 BPC	Espos	Gas - Pavilion - July 2024
DC130924/26	13/09/24	43042		£90.82	£15.14	£75.68 E & R	System Service Station	Diesel 64.0L @ 1.419L
DD130924/54	13/09/24	43083		£139.45	£23.24	£116.21 BPC	British Telecom	Hallam Fields 8.6.24 to 31.8.24
DD160924/90	16/09/24	42906		£455.00	£0.00	£455.00 BPC	Charnwood Borough Council	Non Dom Rates Bill - Council
DD160924/59	16/09/24	42907		£225.00	£0.00	£225.00 BPC	Charnwood Borough Council	Non Dom Rates Bill - HFH
DD160924/07	16/09/24	42908		£31.00	£0.00	£31.00 BPC	Charnwood Borough Council	Non Dom Rates Bill - Pavilion
DD160924/86	16/09/24	42909		£155.00	£0.00	£155.00 BPC	Charnwood Borough Council	Non Dom Rates Bill - Forge
DD160924/26	16/09/24	42910		£254.00	£0.00	£254.00 BPC	Charnwood Borough Council	Non Dom Rates Bill - RDB
DD160924/01	16/09/24	42911		£248.00	£0.00	£248.00 BPC	Charnwood Borough Council	Non Dom Rates Bill - Cemetery
DD160924/05	16/09/24	42912		£611.00	£0.00	£611.00 BPC	Charnwood Borough Council	Non Dom Rates Bill - SLPF
DD160924/13	16/09/24	42913		£250.00	£0.00	£250.00 BPC	Charnwood Borough Council	Non Dom Rates Bill - Sibson Road car park
DD160924/35	16/09/24	42914		£245.00	£0.00	£245.00 BPC	Charnwood Borough Council	Non Dom Rates Bill - Crossways car park
DD160924/84	16/09/24	42914		£19.59	£3.28	£16.31 E & R	Biffa Waste Services Ltd	0.11T Tonnes General Waste Loose
43085/1		43085/1		£17.59	£2.93	£14.66 BPC	Brighter Bills	Pavilion
43085/2		43085/2		£2.59	£0.43	£2.16 BPC	Brighter Bills	Office
43085/3		43085/3		£0.12	£0.02	£0.10 BPC	Brighter Bills	Police room
43085/4		43085/4		£39.59	£6.60	£32.99 BPC	Brighter Bills	Office
43085/5		43085/5		£39.59	£6.60	£32.99 BPC	Brighter Bills	Pavilion
43085/6		43085/6		£39.59	£6.60	£32.99 BPC	Brighter Bills	Police room
43085/7		43085/7		£39.59	£6.60	£32.99 BPC	Brighter Bills	Estates
43085/8		43085/8		£39.59	£6.60	£32.99 BPC	Brighter Bills	Hallam Fields Hall
43085/9		43085/9		£31.19	£5.20	£25.99 BPC	Brighter Bills	Call Out mobile
43085/1		43085/1		£14.06	£2.33	£11.73 BPC	Brighter Bills	Office
43085/1		43085/1		£16.79	£2.80	£13.99 BPC	Brighter Bills	Pavilion
43085/1		43085/1		£16.79	£2.80	£13.99 BPC	Brighter Bills	Police room
43085/1		43085/1		£16.79	£2.80	£13.99 BPC	Brighter Bills	Estates
43085/1		43085/1		£16.79	£2.80	£13.99 BPC	Brighter Bills	HFH
43085/1		43085/1		£16.79	£2.80	£13.99 BPC	Brighter Bills	Emergency call out Mobile

Paid Expenditure Transactions

paid between 01/09/24 and 30/09/24

Start of year 01/04/24

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
DD160924/45	16/09/24	43085		£347.45	£57.91	£289.54	BPC Brighter Bills	1254/5
OL36760079	17/09/24	42965		£250.00	£0.00	£250.00	BPC Public	1281
OL36798843	18/09/24	42967		£250.00	£0.00	£250.00	BPC Public	1281
OL36798744	18/09/24	42977		£250.00	£0.00	£250.00	BPC Public	1281
DC180924/26	18/09/24	43049		£64.48	£10.74	£53.74	E & R Station Service Station	1317/6
DC190924/15	19/09/24	43075		£239.00	£39.84	£199.16	BPC AO Retail Ltd	1298
DC200924/22	20/09/24	43073		£22.61	£3.77	£18.84	E & R System Service Station	1317/6
DD200924/20	20/09/24	43077		£16.64	£0.00	£16.64	BPC Adobe Systems Inc	1265/9
OL363909053	23/09/24	42892		£100.00	£0.00	£100.00	BPC Public	1281
OL36388219	23/09/24	42950		£5,996.09	£0.00	£5,996.09	BPC HM Revenue & Customs	1291/2
OL36918446	23/09/24	42959		£250.00	£0.00	£250.00	BPC Public	1281
DD230924/86	23/09/24	42971		£3.94	£0.66	£3.28	E & R Biffa Waste Services Ltd	1317/6
OL36918746	23/09/24	43017		£250.00	£0.00	£250.00	BPC Public	1281
OL36914131	23/09/24	43023		£6.00	£1.00	£5.00	E & R Wainip Sands & Gravel	1317/2
OL36914086	23/09/24	43024		£6.00	£1.00	£5.00	E & R Wainip Sands & Gravel	1317/2
OL36914031	23/09/24	43025		£6.12	£1.02	£5.10	E & R Wainip Sands & Gravel	1317/2
OL36913994	23/09/24	43026		£5.00	£1.00	£4.00	E & R Wainip Sands & Gravel	1317/2
OL36913124	23/09/24	43028		£392.20	£65.37	£326.83	BPC A D T Fire And Security Plc	1273
OL36913954	23/09/24	43030		£588.00	£98.00	£490.00	E & R Giron Amenoty Solutions	1317/2
OL36914306	23/09/24	43033		£275.00	£0.00	£275.00	EC DreamLuxe Events	1354
OL36914504	23/09/24	43038		£79.20	£13.20	£66.00	BPC Edge IT Systems Ltd	1265/4
OL36913224	23/09/24	43039		£426.00	£71.00	£355.00	E & R Squire Alarms Ltd	1301/6
OL36914472	23/09/24	43040		£80.00	£0.00	£80.00	EC Kates Characters	1354
OL36913879	23/09/24	43045		£4,749.72	£0.00	£4,749.72	BPC Clear Insurance	1258/2
OL36913623	23/09/24	43046		£3,797.20	£651.20	£3,146.00	E & R Plumblöke	1301/6
OL36913676	23/09/24	43047		£468.00	£78.00	£390.00	BPC Plumblöke	1255/6
DD230924/02	23/09/24	43063		£482.45	£22.98	£459.47	BPC Total Energies	1252/5
DD230924/86	23/09/24	43076		£10.95	£0.00	£10.95	BPC Adobe Systems Inc	1265/9
OL36953601	24/09/24	43032		£410.00	£0.00	£410.00	E & R Alan Barnacle	1322
OL36949135	24/09/24	43048		£1,620.00	£0.00	£1,620.00	E & R A M Lee Electrical	1328/2
OL36949321	24/09/24	43068		£594.00	£99.00	£495.00	BPC Tutorcare Ltd	1295/2
OL36949205	24/09/24	43069		£1,645.20	£274.20	£1,371.00	E & R Brookside Construction Llcecesteil Ltd	1301/6

6b

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 30/09/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account - Natwest	£1,196.69
Current Account - The Co-operative	£46,747.30
Nat West Business Reserve	£101,009.27
Nationwide 1 Yr Saver	£85,000.00
Petty Cash Tin	£250.00
Total	£234,203.26

RECEIPTS

			Net	Vat
Gross				
Council	£607,078.62	£1,797.11	£608,875.73	
Total Receipts	£607,078.62	£1,797.11	£608,875.73	

PAYMENTS

	Net	Vat	Gross
Council	£314,333.81	£4,289.12	£318,622.93
Estates & Recreation Committee	£50,702.37	£8,370.48	£59,072.85
Events Committee	£6,003.98	£1,129.80	£7,133.78
Total Payments	£371,040.16	£13,789.40	£384,829.56

Closing Balances

Ordinary Accounts

Current Account - Natwest	£1,652.88
Current Account - The Co-operative	£44,929.56
Nat West Business Reserve	£326,416.99
Nationwide 1 Yr Saver	£85,000.00
Petty Cash Tin	£250.00
Total	£458,249.43

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Current Account - Natwest	£1,652.88
Current Account - The Co-operative	£44,929.56
Nat West Business Reserve	£326,416.99
Nationwide 1 Yr Saver	£85,000.00
Petty Cash Tin	£250.00
Total	£458,249.43

Earmarked Reserve Balances

MUGA Grant Funding cover	£150,000.00
Estates New Vehicle	£30,000.00
Reserves total	£180,000.00

Signed:

Chair

Clerk / Responsible Financial

6c

Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

The percentage figures in the far-right hand column shows the percentage of income still to be received.
This figure can be automatically generated by the accounting software.

A minus figure is the percentage balance of income we are expecting against the budget. A positive figure shows income received in full or a percentage of more income received than was budgeted for.

INCOME Council	Budget 24/25	Actual Net	Balance	Bal %age
201 Precept	£502,112.00	£502,112.00	£0.00	0.00%
204 Cemetery Income	£20,000.00	£12,728.00	£-7,272.00	-36.36%
205 Allotment Income	£1,039.00	£108.36	£-930.64	-89.57%
206 Playing Fields	£5,000.00	£5,742.00	£742.00	14.84%
211 Village Hall Lettings	£20,000.00	£16,847.90	£-3,152.10	-15.76%
212 Day Centre Lettings	£6,000.00	£5,492.50	£-507.50	-8.46%
213 Robert Dickinson Building Lettings	£10,500.00	£5,445.00	£-5,055.00	-48.14%
214 Pavilion Lettings	£5,000.00	£3,204.00	£-1,796.00	-35.92%
215 Rents Receivable	£6,991.00	£7,500.18	£509.18	7.28%
216 Hallam Fields Hall Lettings	£12,000.00	£7,367.49	£-4,632.51	-38.60%
221 Refundable Deposits	£0.00	£15,924.00	£15,924.00	100.00%
226 Electricity Charges Reimbursed	£0.00	£3,099.42	£3,099.42	100.00%
230 Water Charges Reclaimed	£0.00	£625.13	£625.13	100.00%
242 Bank Interest - Co-op Account	£0.00	£0.00	£0.00	0.00%
248 Recycling	£0.00	£183.60	£183.60	100.00%
249 Sundry Income	£0.00	£720.30	£720.30	100.00%
250 SumUp	£0.00	£-78.13	£-78.13	100.00%
261 Bank Interest - NW Business Reserve	£300.00	£1,701.72	£1,401.72	467.24%
265 Nationwide Interest - 1 Yr Fixed	£700.00	£2,326.02	£1,626.02	232.29%
270 CCLA	£0.00	£997.44	£997.44	100.00%
Total Income	£589,642.00	£592,046.93	£2,404.93	0.41%

Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

The percentage figures in the far-right hand column shows the percentage of expenditure remaining in the budget and still to be paid out.

This figure can be automatically generated by the accounting software.

A minus figure is the percentage balance of expenditure to be paid against the budget. A positive figure shows expenditure paid over which was budgeted for.

EXPENDITURE		Budget 24/25	Actual Net	Balance	Bal %age
Council					
1252	Electricity	£22,872.00	£10,262.75	£12,609.25	-55.13%
1253	Gas	£20,746.00	£8,105.43	£12,640.57	-60.93%
1254	Telephone & Broadband	£3,825.00	£1,957.58	£1,867.42	-48.82%
1255	Water	£12,148.00	£8,754.96	£3,393.04	-27.93%
1256	Rates	£29,237.00	£14,833.21	£14,403.79	-49.27%
1257	Lease Payments	£884.00	£0.00	£884.00	-100.00%
1258	Insurance	£6,481.00	£6,933.28	£-452.28	6.98%
1259	Legal Fees	£5,000.00	£55.00	£4,945.00	-98.90%
1261	Office Supplies	£2,000.00	£651.35	£1,348.65	-67.43%
1262	Postage	£1,500.00	£41.29	£1,458.71	-97.25%
1263	Audit Fees	£1,645.00	£1,377.99	£267.01	-16.23%
1265	Office Support	£12,006.00	£5,442.09	£6,563.91	-54.67%
1266	Robert Dickinson Building Supplies	£300.00	£0.00	£300.00	-100.00%
1267	Sports Pavilion Supplies	£0.00	£12.98	£-12.98	100.00%
1272	Community Contributions	£11,000.00	£3,179.00	£7,821.00	-71.10%
1273	CCTV	£8,000.00	£5,531.10	£2,468.90	-30.86%
1276	Election Expenses	£8,910.00	£0.00	£8,910.00	-100.00%
1277	Chairman's Expenditure	£400.00	£0.00	£400.00	-100.00%
	Budget 24/25		Actual Net	Balance	Bal %age

1281	Refunded Deposits	£0.00	£19,401.00	-£19,401.00	100.00%
1291	PAYE - Salaries	£312,000.00	£165,655.24	£146,344.76	-46.91%
1295	Subscriptions & Training	£0.00	£2,626.17	-£2,626.17	100.00%
1297	H&S and First Aid	£0.00	£1,163.42	-£1,163.42	100.00%
1298	Office Equipment Repair/Replace	£0.00	£199.16	-£199.16	100.00%
1334	Cleaning Supplies - all facilities	£0.00	£804.34	-£804.34	100.00%
1379	SLPF additional lighting	£2,858.00	£0.00	£2,858.00	-100.00%
1387	Insurance Revaluation	£0.00	£0.00	£0.00	0.00%
1388	Legionella Testing	£2,000.00	£1,280.00	£720.00	-36.00%
1394	Precept Misc Projects	£0.00	£568.00	-£568.00	100.00%
1396	CCTV - New Installations	£0.00	£0.00	£0.00	0.00%
1398	Hallam Fields Hall	£200.00	£333.97	-£133.97	66.99%
1399	Nationwide fixed interest reinvested	£0.00	£0.00	£0.00	0.00%
	Total Council	£464,012.00	£259,169.31	£204,842.69	-20.96%

Estates & Recreation Committee

1301	Repairs & Maintenance	£28,100.00	£9,016.10	£19,083.90	-67.91%
1317	Estates Budget	£45,000.00	£29,112.09	£15,887.91	-35.31%
1319	Hygiene Contract	£0.00	£320.00	-£320.00	100.00%
1320	VH Supplies	£300.00	£6.36	£293.64	-97.88%
1321	DC Supplies	£200.00	£0.00	£200.00	-100.00%
1322	Cemetery - Grave Digger	£0.00	£2,870.00	-£2,870.00	100.00%
1323	Cemetery - Plaques	£0.00	£26.00	-£26.00	100.00%
1326	MUGA Project	£0.00	£6,511.49	-£6,511.49	100.00%
1328	Playing Fields Equipment	£14,000.00	£12,220.97	£1,779.03	-12.71%
1330	Signs	£0.00	£545.20	-£545.20	100.00%
1335	Cleaning & Supplies - Public Toilets	£0.00	£2,340.00	-£2,340.00	100.00%
1390	Recycling Costs	£0.00	£1,476.80	-£1,476.80	100.00%
	Total Estates & Recreation Committee	£87,600.00	£64,445.01	£23,154.99	-26.43%

	Budget 24/25	Actual Net	Balance	Bal %age	
Events Committee					
1354	Christmas Lights Payments	£28,549.00	£5,918.98	£22,630.02	-79.27%
1359	Remembrance Service	£2,000.00	£0.00	£2,000.00	-100.00%
1366	Gala 2025	£0.00	£750.00	-£750.00	100.00%
	Total Events Committee	£30,549.00	£6,668.98	£23,880.02	-78.17%
	Total Expenditure	£582,161.00	£330,283.30	£251,877.70	-56.73%
<hr/>					
	Budget 24/25	Actual Net	Balance	Bal %age	
	Total Income	£589,642.00	£592,046.93	£2,404.93	-0.41%
	Total Expenditure	£582,161.00	£330,283.30	£251,877.70	-56.73%
	Total Net Balance	£7,481.00	£261,763.63	-£249,472.77	

Statement of Account

Mrs Coulson
Birstall Parish Council
Council Offices
Birstall Road
Birstall
LE4 4DH

5 October 2024

Account name: **BIRSTALL PARISH COUNCIL**
Account number: **PS3078931-001**
Statement period: **31/08/2024 to 30/09/2024**

Account summary

Total valuation as at 30 September 2024	£104,548.72
Total valuation as at last statement at 31 August 2024	£104,103.40

Holdings as at 30 September 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	104,548.7200	£1.00	£104,548.72
			Total value
			£104,548.72

Transactions for the period from 31 August 2024 to 30 September 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/09/2024	Income Reinvestment	430.9600	£1.0000	£430.96
04/09/2024	Income Reinvestment	14.3600	£1.0000	£14.36

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

28/10 Ext requested to 24/11/24

NOT Agreed



Charnwood

7a

Planning and Regeneration Service

Birstall Parish Council
Council Office

Birstall Road

Birstall

LE4 4DH
info@birstallpc.org.uk

Development Management
Southfields Road
Loughborough
Leicestershire
LE11 2TN

Case Officer: Liam Ward

Telephone: 01509 634570

Email: development.control@charnwood.gov.uk

Web: www.charnwood.gov.uk

28 October 2024

Dear Sir/Madam

APPLICATION NO: P/24/1018/2

PROPOSAL: Partial change of use of dwelling (C3) to yoga studio (E(d))

LOCATION: 25 Church Hill, Birstall, Leicestershire, LE4 4DN

Charnwood Borough Council has received a planning application for the above proposal. To view documents, comment and track the application please visit our website via [this link](#). You can also make comments by emailing development.control@charnwood.gov.uk or by writing quoting the application no.

Ward Councillors

The application will be determined in accordance with the Council's Constitution. You may exercise your right to call in the application by the date below stating valid planning reasons why. Councillors who have called in items are required to appear at committee to present their concerns.

Parish Councils and Consultees

Comments must be received by the date below to be certain that they are taken into account. The file together with all comments received is displayed on our website. Only comments which raise material planning issues can be taken into account.

Parishes (or a representative) have a legislative right to speak at the Committee. Please note that if you wish to have the opportunity to speak, you must make this clear at the top of your reply.

All comments must be received by 18/11/2024.

Yours faithfully

Richard Bennett
Head of Planning and Regeneration

Planning Issues:
• Design
• Effect on the appearance of the street
• Permanent disturbance issues if granted
• Loss of privacy
• Permanent noise issues if granted
• Loss of daylight/sunlight
• Permanent odour issues if granted
• Overbearing impact from development
• Traffic Issues
• Building in the open countryside

Non Planning Issues:
• Who the applicant is
• The applicant's background
• Increase in competition for existing shopkeepers/traders.
• Damage to property
• Trespass issues
• Effects on private rights of way
• Views
• Potential changes to the value of a property
• Boundary disputes- (these are private matters)
• Disturbance during construction period (e.g. noise/dust)

Planning Statement.

**Part change of use of part of dwelling to part
time yoga studio:
25 Church Hill,
Birstall,
Leicestershire**

1.0 Context 2.0 Conclusions

This statement supports a planning application for alterations to a dwelling. Site, location, floor, and elevation plans accompany the application separately.

Project: 25 Church Hill, Birstall, Leicestershire

Date : May 2024

Ref : 25CH/2024

Rev: -

Page 1

Planning policies potentially applicable.

National Planning Policy Framework

NPPF states that the purpose of the planning system is to contribute towards the achievement of sustainable development - at a very high level the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs. The planning system has 3 overarching objectives which when combined determine sustainable development. An economic objective - to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure; A social objective - to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and An environmental objective - to protect and enhance our natural, built and historic environment; including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.

Local plan

The adopted Local Plan comprises the Charnwood Local Plan 2011-2028 Core strategy, and the saved policies of the Charnwood Borough Local Plan 1999-2006. Charnwood Local Plan Core Strategy (adopted 9 November 2015) The Core Strategy was adopted on 9th November 2015. As of 9th November 2020, the Core Strategy became more than 5 years old. As required by the National Planning Policy Framework paragraph 74, where Local Plans are more than 5

Project: 25 Church Hill, Birstall, Leicestershire

Date : May 2024

Ref : 25CH/2024

Rev: -

Page 3

Policy CS16 Sustainable Construction and Energy - supports sustainable design and construction techniques.

Policy CS25 Presumption in favour of sustainable development - echoes the sentiments of the National Planning Policy Framework in terms of sustainable development.

Borough of Charnwood Local Plan (adopted 12 January 2004) (saved policies) Where they have not been superseded by Core Strategy policies previous Local Plan policies remain part of the development plan. The saved policies of the Local Plan (2004) are more than five years old and, similarly to the Core Strategy, do not carry full weight. In relation to this proposal the relevant ones are:

Policy ST/2 Limits to Development - this policy sets out limits to development for settlements within Charnwood. Policy CT/1 General Principles for areas of countryside, Green Wedge and Local Separation - This policy defines which types of development are acceptable in principle within areas of countryside and seeks to prevent significant adverse environmental impact.

Policy CT/2 - Development in the Countryside - Sets out how development that is within the countryside will be assessed to ensure there is no harm to the rural character of the area.

Policy EV/1 Design - This seeks to ensure a high standard of design and developments which respect the character of the area, nearby occupiers, and which are compatible in mass, scale, layout, whilst using landforms and other natural features. Developments should meet the needs of all groups and create safe places for people.

Policy TR/18 Parking in New Development - This seeks to set the maximum standards by which development should provide for off street car parking.

Project: 25 Church Hill, Birstall, Leicestershire

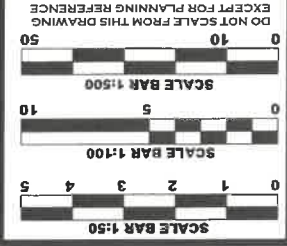
Date : May 2024

Ref : 25CH/2024

Rev: -

Page 5

GENERAL NOTES
 1. ALL DIMENSIONS STATED FROM THE DRAWING.
 2. ALL DIMENSIONS STATED ARE METRIC MILLIMETRES. ALL LEVELS, INVERTS AND ELEVATIONS TO BE CHECKED ON SITE.
 3. ALL WORK IS TO BE CARRIED OUT IN LINE WITH CURRENT BUILDING REGULATIONS, RELEVANT CODES OF PRACTICE (BRITISH & EUROPEAN STANDARDS) AND THE BUILDING INSPECTORS SPECIFICATIONS TO THE BUILDING REGULATIONS.
 4. SATISFACTION, AND IN ACCORDANCE WITH THE BUILDING REGULATIONS, THE CONTRACTOR HAS NO WORK TO BE CARRIED OUT.
 5. IT IS THE CLIENT'S RESPONSIBILITY TO ISSUE ANY PARTY WALL ACT 1996 NOTICE.
 6. BEFORE ANY WORK COMMENCES ON THE BOUNDARY.
 7. IT IS THE CLIENT'S RESPONSIBILITY TO ENSURE ANY WORK SHOWN ON THIS PLAN DOES NOT CONTRADICT ANY OTHER PLANS.
 8. IT IS THE CLIENT'S/BUILDERS' RESPONSIBILITY TO CHECK THE EXACT POSITION OF ALL SERVICES TO INCLUDE GAS, ELECTRICITY, WATER, HEATING, DRAINAGE, WASTE, RAINWATER DRAINAGE.
 9. THE EXACT SPECIFICATION OF FINISHES, MATERIALS AND SERVICES TO BE INSTRUCTED BY THE CLIENT.
 10. ANY DEVIATION FROM THESE PLANS SHOULD BE NOTIFIED TO THE BUILDING INSPECTOR AND IT IS THE OWNERS'/CONTRACTORS RESPONSIBILITY TO NOTIFY THE BUILDING INSPECTOR WHEN THE WORK IS READY FOR THE INSPECTOR'S VISIT.
 11. IT IS ASSUMED NO PUBLIC SERVICES CROSS THE SITE.
 12. CONTRACTOR IS ASSUMED TO HAVE VISITED SITE BEFORE TENDERING.
 13. THIS DRAWING HAS BEEN PREPARED FOR LA PLANNING & BUILDING CONTROL CONSENT.
 14. ALL TERMS AND CONDITIONS UNTIL APPROVALS HAVE BEEN OBTAINED THESE DRAWINGS REMAIN PRELIMINARY. WORK SHOULD NOT COMMENCE UNTIL ALL NECESSARY APPROVALS ARE OBTAINED. COPYRIGHT REMAINS WITH AMLI DESIGN.



PROJECT NAME
 AMLI DESIGN ARCHITECTURAL CONSULTANCY
 25 CHURCH HILL
 BRISTOL, BRISTOL, BRISTOL, BRISTOL
 FOR MS PASCALE TAYLOR

SCALE	DWG NO	REV
1:1000 1:500	25CH/2024	
	1/2	

DATE	DRAWN	CHKD
MAY 2024	DRI	PT
		01/24



LOCATION PLAN 1:1250

SITE PLAN 1:500



GENERAL NOTES

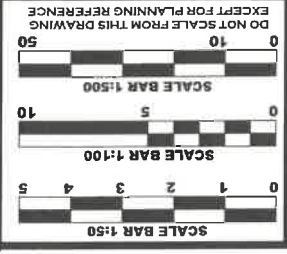
NO DIMENSIONS TO BE TAKEN FROM THIS DRAWING. ALL DIMENSIONS STATED ARE METRIC PHILMETRES. ALL LEVELS, INVERTS AND FINISHES TO BE CHECKED ON SITE BEFORE AND DURING WORK.

ALL WORK IS TO BE CARRIED OUT IN LINE WITH CURRENT BUILDING REGULATIONS, RELEVANT STANDARDS AND MANUFACTURERS SPECIFICATIONS TO THE BUILDING INSPECTORS SATISFACTION, AND IN ACCORDANCE WITH THE CLIENT'S RESPONSIBILITY TO ISSUE ANY PARTY WILL ACT 1999. NOTICE THE BOUNDARY OF ANY WORK COMMENCES ON IT IS THE CLIENT'S RESPONSIBILITY TO ENSURE ANY WORK SHOWN ON THIS PLAN DOES NOT IT IS THE CLIENT'S/BUILDER'S RESPONSIBILITY TO CHECK THE EXACT POSITION OF ALL SERVICES TO INCLUDE GAS, ELECTRICITY, RAINWATER DRAINAGE, AND DEPTHS OF FOUL AND THE EXACT SPECIFICATION OF FINISHES. SERVICES TO BE INSTRUCTED BY THE CLIENT.

ANY DEVIATION FROM THESE PLANS SHOULD BE NOTIFIED TO THE BUILDING INSPECTOR AND IT IS THE OWNERS/ CONTRACTORS RESPONSIBILITY TO NOTIFY THE BUILDING INSPECTOR WHEN THE WORK IS READY FOR THE RECEIPT OF THE COMPLETION CERTIFICATE. IT IS ASSUMED NO PUBLIC SEWERS CROSS THE SITE.

THE CONTRACTOR IS ASSUMED TO HAVE VISITED SITE BEFORE TENDERING. THIS DRAWING HAS BEEN PREPARED FOR A SINGLE STOREY BUILDING. THE CLIENT AGREES TO ONLY USE POLICES THE CLIENT AGREES TO ALL TERMS AND CONDITIONS. UNTIL APPROVALS HAVE BEEN OBTAINED THESE DRAWINGS REMAIN VALID FOR THE DESIGN OF THE BUILDING. APPROVALS OR MATERIALS ORDERED UNTIL APPROVALS OBTAINED. COPYRIGHT REMAINS WITH AMLI DESIGN.

DO NOT SCALE FROM THIS DRAWING EXCEPT FOR PLANNING REFERENCE



PROJECT NAME
PART 106 AS YONGE STUDIO
25 CHURCH HILL
WILLOWDALE, ONTARIO
M2H 3E4 CAN
FOR MS PASCALE TAYLOR

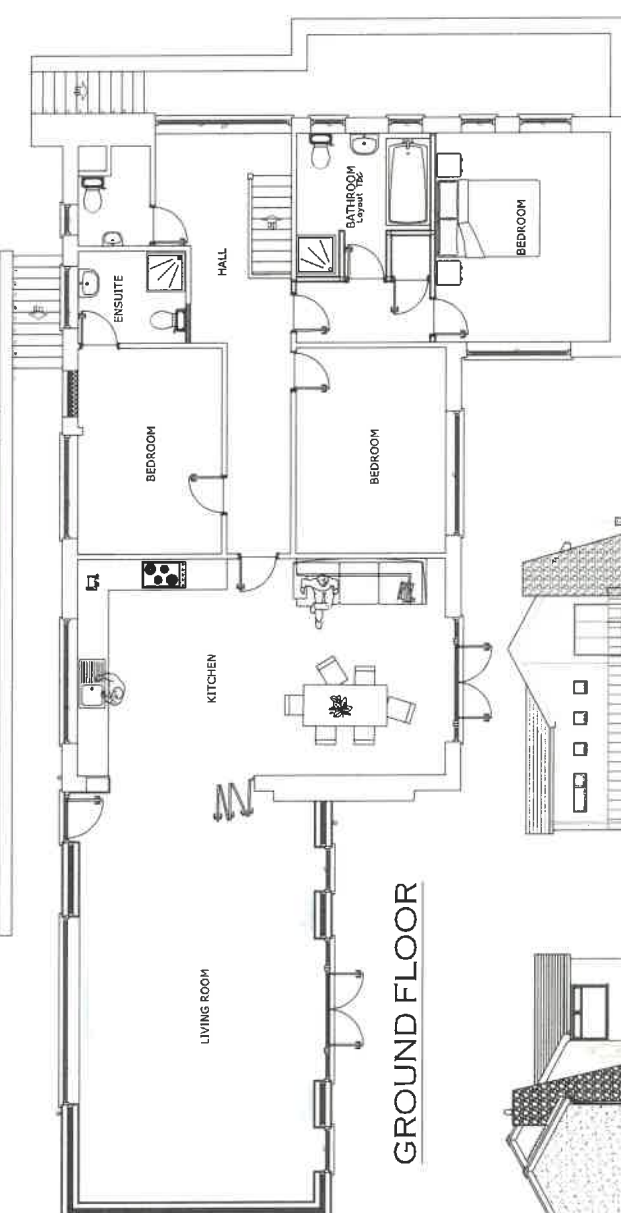
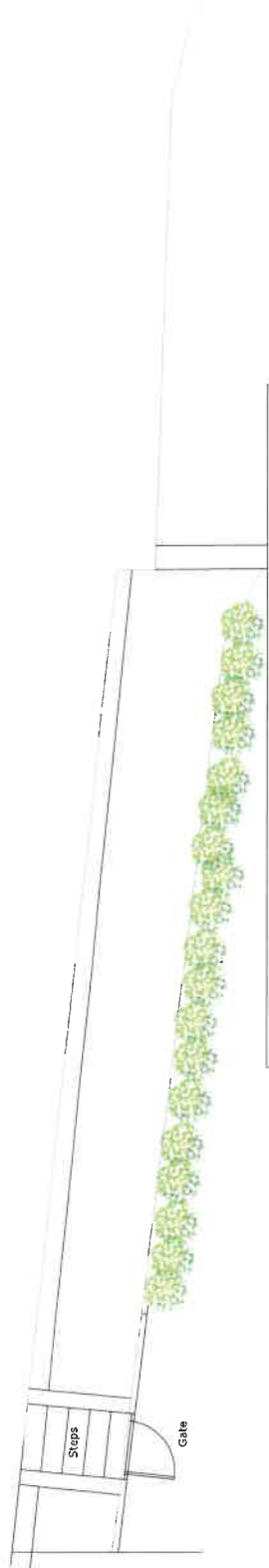
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1:250 CH/2024
REV 1/2

DATE
MAY 2024

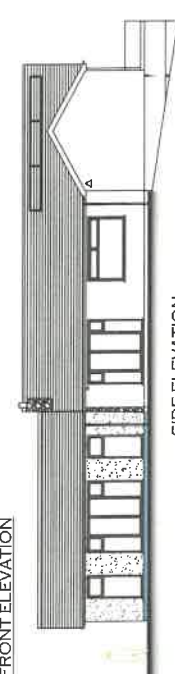
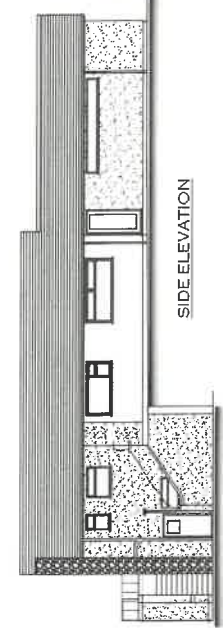
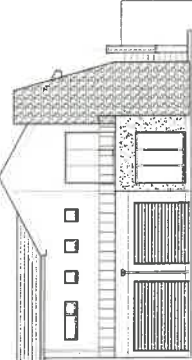
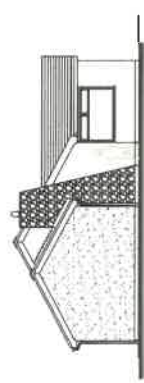
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DRI

CHKD
PT

01.24



GROUND FLOOR



From: Ann Green < >
Sent: 28 October 2024 15:31
To: development.control@charnwood.gov.uk
Cc: Liam Ward < >
Subject: Planning consultation response P/24/1018/2 Church Hill Birstall

To: Charnwood Development Control
FAO: Liam Ward

From : Head of Regulatory Services
Please Contact: Ann Green
Direct Line:
Our Ref: 12215

Date: 28th October 2024

Dear Liam

APPLICATION NO: P/24/1018/2
PROPOSAL: Partial change of use of dwelling (C3) to yoga studio (E(d))
LOCATION: 25 Church Hill, Birstall, Leicestershire, LE4 4DN

Having reviewed and assessed the above application there are no adverse Environmental Health representations to this proposal and I therefore have no objections to this application

Regards

Ann

Ann Green
Environmental Protection Manger

Tel:
Email:
Web: www.charnwood.gov.uk



Were you satisfied with the way you were treated today?



[Satisfied](#) [Dissatisfied](#)

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BIRSTALL PARISH COUNCILS COMMUNITY ENGAGEMENT POLICY

Adopted at a Council meeting held on: [DATE]

1. INTRODUCTION

Birstall Parish Council has developed a community engagement policy with the aim of constructing a standard for engagement with its residents, voluntary/community groups, church or ecclesiastical charity, business community, and external partners.

It recognises that the services it provides must reflect the needs of its community and the environment.

Birstall Parish Council strongly believes that its residents should be involved in decisions affecting them and their community and in shaping the future of their parish.

2. AIMS

The aim of the policy is to determine the way in which the Council engages and consults its residents and external partners on important issues by:

- Informing, consulting, and involving
- Being inclusive and engaging with all its residents and partners
- Ensuring views are listened to and used to develop, enhance, and improve services, to the environment and the quality of life for residents.

3. OBJECTIVES

- To improve, plan and shape the future of the community according to local needs and priorities.
- To improve the quality and delivery of services
- To use engagement to inform decision making, ensuring decisions are fit for purpose and meet the needs of the community
- To enhance the wellbeing of the community.
- To be a stronger, more active, and cohesive community

4. HOW WILL THIS BE ACHIEVED?

Birstall Parish Council will achieve Community Engagement by, communicating, consulting, supporting, and working together with its residents, businesses and external partners using a variety of methods:

Local Press, publications that are delivered to households in Birstall at least 10 times per year, keeping residents informed on important issues and will be developed as a medium for consultation and include articles from members of the community on topical issues.

The Parish Council website has a wealth of local information and is updated on a regular basis. Special events and important notices will continue to be added regularly. All agendas and minutes are published as required under the Local Government Act 1972, including on the website. There is a 'Contact Us' form on the website for residents to submit their questions and concerns online.

15 x Parish Council notice boards are placed around the community in prominent positions. They are used to inform all residents and visitors of Parish Council activities, external partner information and initiatives, and the activities of community groups using the Village Hall and Hallam Fields Hall.

Parish Council Offices members of the public may call into the Parish Council offices during normal working hours as stated on the website.

Social Media the Parish Council have their own facebook page which is updated on a regular basis. There is also a 'Contact Us' button on the page for residents to submit their questions and concerns online.

Information leaflets are available from the Parish Council office, some of which are available to download from the council website. New leaflets will be added as necessary.

Meetings of the Council and its Committees are open to the public. All Parish Council meetings include an adjournment to the formal meeting to enable public participation relating to items on the agenda. Courtesy notices are on all Agendas informing that the meetings may be being recorded / filmed.

The Annual Report this is produced for the Annual Parish Meeting in April of each year. Hard copies are produced and made available at the meeting. Hard copies are also available:

- upon request from the Parish Council offices
- in the Village Hall
- In Hallam Fields Hall
- view and download from the Parish Council website.
- links published on social media to the page on the Parish Council website to view and download

- **Consultation**

Consulting the community on important issues will be the key to Birstall Parish Council's community engagement. It will ensure those most affected are able to put forward an opinion and are given the opportunity to be involved in making a difference.

Ensuring consultations include all members of the parish by identifying the hard to reach groups such as young people, the elderly, the housebound, the disabled, ethnic minorities, families, etc. which may require establishing different engagement channels for them.

Hosting public events to make the Parish Council accessible:

- Annual Summer Gala
- Remembrance Parade & Service
- Christmas Switch On event

- **Support**

The Parish council has implemented a Grant Aid policy, which sets aside an annual budget available for local organisations to apply for funding.

Supporting local projects and participating in local events to raise the awareness of the Parish Council and help them to meet their aims and objectives.

Supporting residents in shaping the future of their community to bring about a more cohesive community.

5. REVIEW

This policy will be reviewed annually, and the results will be used as a continual improvement process for changes or amendments to the policy.

6. CONCLUSION

The adoption of a Community Engagement policy will assist in improving communication between the Parish Council and the wider community and will enable the Parish Council to better understand the needs and aspirations of residents and to be able to meet those needs and create an enhanced community spirit.

DRAFT

PARISH COUNCILLOR'S AGENDA ITEM REQUEST FORM

(065)
10

If there are any sections that you are unclear about, please leave blank – email the completed form to the Clerk admin@birstallpc.org.uk and this form will be reviewed as per the Council's Standing Orders. If accepted, it will be added as an agenda item for the next appropriate Committee or Council meeting. Please note that Councillors and members of the public will see this form albeit part or all of the form may be redacted if commercially sensitive.

NAME OF COUNCILLOR SUBMITTING THIS REQUEST	Richard J Thornton
COMMITTEE NAME OR FULL COUNCIL	Full Council
INSERT THE DATE OF THE MEETING	Monday 11 th November 2024
AGENDA ITEM: Insert the wording below that you are requesting to appear on the agenda. Remember to make it clear what you are asking your fellow Councillors to do. "to consider...", "To note...", To review...".	
To resolve that copies of the annual calendar of 'Council and Committee Meeting dates' be published in hardcopy on Parish notice boards alongside the agenda of the next meeting.	
BACKGROUND INFORMATION: Insert as much information as possible so that Councillors have the details that they need in order to make an informed decision	
At the previous full council meeting, a member of the public berated the Council for a lack of publicity regarding the dates, times and venues of Council and Committee meetings.	
COSTS: Insert details of costs associated with the decision that you are asking the Council to make. Remember that there may be an indirect cost such as VAT or officer time that cannot be reclaimed.	
2 photocopied A4 sheets per year per notice board.	
BUDGET: Detail which budget the expenditure is to be made from	
Publishing the agendas of meetings.	
LEGAL POWER: Insert below the power you are relying upon that the Council must have to be able to do what you are requesting (the Clerk may be able to advise) – If no power is held this will be rejected.	
Standing Orders Section 15 b (i).	
RECOMMENDATION: Insert the resolution that you are seeking yourself i.e. "to resolve to..."to note that..." – so this is your recommendation to members	
Adoption of the above proposed Resolution will allow residents to make plans to attend a meeting without having to consult the notice board(s) every 3 days to be assured of not missing the date of that meeting in which they have an interest.	
PLEASE NOTE: Agenda item requests; these must be received by the Proper Officer at least 8 clear days before the meeting (not including the day of the notice or the day of the meeting) at which you would like your item to be considered. The Proper Officer is required to review the request and is able to reject it if not deemed clear or legal. Please refer to Standing Orders 9 and 10 (inclusive) for more information – available on the website to view: https://www.birstallparishcouncil.org.uk/uploads/2(a)-standing-orders.pdf	
OFFICE USE FOR CLERK / PROPER OFFICER:	
Received Date: <u>4-11-24</u> Meeting: <u>Council</u> Meeting Date: <u>11-11-24</u>	
Request: <input checked="" type="radio"/> ACCEPTED <input type="radio"/> REFUSED - AWAITING FURTHER INFORMATION/CLARIFICATION	

BIRSTALL PARISH COUNCIL / COMMITTEE MEETINGS ACTION LIST					NOV 2024 Issue	
MEETING	MIN. REF.	RESOLUTION	ACTION	WHO	UPDATES	STATUS
E&R Committee 24 Oct 2022	4019	Worcester Avenue Allotments: To consider costs for palisade fencing to the boundary:	The installation of a palisade fence to the boundary of the allotment site was approved by CBC and now the new leases are in place the work can be progressed.	Estates Team	This is 75% completed and will be fully completed by the end of week commencing 4 Nov 2024.	Pending a date for commencement and completion from the Estates Team Manager
E&R Committee 27 Feb 2023	4057	Bowls Green hedges: RESOLVED to approve the project and authorise the expenditure of £150 for the whips.	For the Estates Team Manager to liaise with the Bowls Club to progress the project	Estates Team Manager		Pending further information from the Estates Team Manager and the Bowls Club
Council 9 Oct 2023	11545(a)	Installation of inclusive play equipment – Cllr K Hayward:	RESOLVED: For Cllr K Hayward and Cllr L Pile to undertake a review and produce an action plan for the next meeting.	Cllr K Hayward	Sep PC Meeting agreed to address this when undertaking the Councillor Annual Inspection	Pending Can this be removed
Sep 2024 the Council agreed to merge - 11545(c), 11620, 11650 and 11713(a) under the umbrella of NET ZERO						
Council 9 Oct 2023	11545(c)	To consider the possibility of installing solar panels on Council owned properties – Cllr J Palmer	RESOLVED: For Cllr J Palmer to provide more information on the specifics and costs of a feasibility study for the Council to consider.	Cllr J Palmer	The Clerk has attended Greenfox Community Workshops online and is progressing further workshops through LCC	The Council have tasked the Clerk to investigate initiatives with LCC and CBC and partner up.
Council 15 Jan 2024	11620 11713(a)	To consider carrying out a survey of demand for EV charging points in Council owned car parks – Cllr C Talbot	RESOLVED: for Cllr C Talbot to construct a survey document and bring back to a future meeting for the Council's approval.	Cllr C Talbot Clerk	The Clerk has attended Greenfox Community Workshops online and is progressing further workshops through LCC	The Council have tasked the Clerk to investigate initiatives with LCC and CBC and partner up.
Council 12 Feb 2024	11650(a)	a) To consider that the Council obtains quotes from companies to carry out a survey of the Council's energy and water usage and make recommendations to enable the	For the Clerk to research companies for quotes to be brought back to a future Council meeting.	Clerk	The Clerk has attended Greenfox Community Workshops online and is progressing further workshops through LCC	The Council have tasked the Clerk to investigate initiatives with LCC and CBC and partner up.

		Council to achieve a net zero status – Cllr J Palmer:			
Council 11 Nov 2023	11569(c)	To Install 2 new noticeboards on Kingsgate Ave & Went Road – Cllr K Haywood:	For the Clerk to investigate with LCC re: permission & licence to install and bring costs back to the Council.	Clerk	Pending
E&R 25 Mar 2024	4165(a)	a) Meadow Lane allotment site - To receive updates on the Badger sett and the licence application: RESOLVED: to extend the electric fence and for the Clerk to work with the representative from Leicestershire & Rutland Badger Society in applying for a Licence to Natural England to install palisade fencing.	Apply for a licence to install palisade fencing	Clerk	Pending
E&R 29 Apr 2024	4174	5 – COUNCILLORS AGENDA ITEM REQUESTS: a) <u>To consider researching costs and permission to install a set of inclusive bay swings on Meadow Lane playing fields – Cllr T Fowler:</u> RESOLVED: To approve in principle and for the Clerk to seek permission and research costs for inclusive play equipment and costs for any required accessibility requirements and bring the information back to a future meeting.		Clerk	Pending

Council 20 May 2024	11777	<p>YOUTH PROVISION:</p> <p>a) <u>To receive a request to provide Youth services:</u></p> <p>RESOLVED: To defer to the June Council meeting for the Council to discuss and develop a model business plan that can be used as an invitation for Tender for all interested parties to respond to.</p>		Cllr L Halliwell	10 June 2024 Council meeting resolved for Cllr L Halliwell to report back to the August meeting with an audit of the eleven groups currently providing youth work in Birstall.	The Council defer a final decision to 14 Oct 2024 meeting.
E&R 24 Jun 2024	4186	<p>COMMUNICATION BOARDS</p> <p>a) To consider siting 'Communication Station' boards in the play areas of Birstall Parish Council owned parks – Cllr J Palmer:</p> <p>The proposal was put forward to purchase 5 communication station boards, one for each play area. 4 x fence mounted at £100 each and 1 x post mounted at £200 each.</p> <p>RESOLVED: To approve the proposal and authorise the expenditure of £600.</p>	For the Clerk To source more information and make the purchase.	Clerk	Site meetings will be arranged in September 2024 and further information will be brought back to the Committee and the Council.	Still waiting for confirmation of dates with SENstation officers.
E&R 23 Sep 2024	4217	<p>ALLOTMENTS:</p> <p>a) <u>To amend the allotment site rules to permit tenants on the Meadow Lane allotment site to erect fences to protect their plots from the Badgers – Cllr T Fowler:</u></p>	RESOLVED: To amend the rules and permit tenants to fence their plots with wire mesh fencing.	Clerk to ensure rules are changed and tenants notified		COMPLETED
E&R 23 Sep 2024	4219	<p>ALLOTMENTS:</p> <p>b) <u>To consider permitting beekeeping on allotment sites:</u></p>	To seek permission from CBC for Worc Ave site	Clerk	Permission has been sought and granted. information	COMPLETED E&R Committee approved the policies

		<p>RESOLVED: To approve, in principle, the DRAFT Policy and Procedure for beekeeping with a £250 deposit fee to be included in the policy and authorise the Clerk to seek permission from the landowner for the Worcester Avenue site.</p>		will be taken back to the next E&R meeting	and the Clerk will take this forward with the tenant who requested it	
E&R 23 Sep 2024	4221	<p>FLAIL HEDGUTTER TRAINING <u>c) To consider training opportunities for the Estates Team to cut Meadow Lane hedges as a goodwill gesture:</u></p> <p>The Clerk reported that Meadow Lane was an unadopted road and that the hedges on both sides caused issues for vehicles accessing the road to the allotment sites. She saw this to be a good opportunity for the Estates Team Manager to train his team on the new machinery and a helpful gesture for users of Meadow Lane.</p> <p>RESOLVED: To approve the training opportunity and authorise the Estates Team Manager to use this opportunity to train all members of the Estates Team.</p>	To proceed with the training of all Estates staff by the ETM and for him to obtain signed competency forms	Estates Team Manager	<p>Some practical training has been delivered by the ETM to all Estates Team, this is being progressed via:</p> <ul style="list-style-type: none"> - Risk Assessments - Safe Systems of Work policies - Competency slips/signing 	Pending
Council 14 Oct 2024	11872	<p>CHRISTMAS HAMPER PROVISION</p> <p>RESOLVED: To choose option 1 – Festive Family Fayre Hamper and authorise the Clerk to purchase 20 Hampers at a cost of £23.33</p>		Clerk	<p>The Hampers have been ordered and will be delivered early Nov ready for distribution in Dec.</p>	Pending

			net each amounting to £466.60.			
Council 12 Oct 2024	11875	COUNCILLORS INSPECTIONS:	Cllrs nominated themselves to inspect areas on the list provided by the Clerk	Councillors	Some inspections have been carried out reports submitted, the Clerk is waiting for other reports to come into the office and for other Councillors to collect their inspection forms and arrange dates and times.	A status update will be provided at the 11 Nov 2024 Council meeting
Events 28 Oct 2024	743	CHRISTMAS EVENT:	RESOLVED: for Councillors to research and suggest alternatives for the 2025 event.	Councillors	This relates to an alternative backdrop for Santa's Grotto not using balloons for 2025 event.	
E&R 28 Oct 2024	4230	8 – HEALTH & SAFETY: b) To receive quotes to install a Fire Alarm System in the Robert Dickinson Building:	RESOLVED: To approve of Quote 2 – Squire Alarms and authorise the expenditure of £2,519.51 and for the Clerk to progress the work.	Clerk	The order has been issued and we are awaiting a date for installation	
E&R 28 Oct 2024	4233	b) To receive information and costs for a new Estates Vehicle:	RESOLVED: To approve the Renault Kangoo and authorise the expenditure of £19,248 + VAT from the Earmarked Reserve for a replacement Estates vehicle of £30,000 and report this to full Council for ratification.	Clerk		Pending

CORRESPONDENCE RECEIVED LOG - 2024/2025

010/24	16/10/2024	Council	No	House of Commons	Letter from Mr Peter Bedford, MP and a poster providing his contact details for residents (can the Council approve publication on Notice Boards)	Council	Yes
011/24	20/10/2024	Clerk/Council	No/Redacted	Resident	Issues with parking on School Lane	Council	Yes

010/24



HOUSE OF COMMONS
LONDON SW1A 0AA



8th October 2024

Dear Clerk,

Following my election as the Member of Parliament for Mid Leicestershire, I am writing to share the contact details of my office with your parish council:

Address: 4 Cropston Road, Anstey, Leicestershire, LE7 7BJ

Telephone: 0116 507 7162

Email: Peter.bedford.mp@parliament.uk

Coming from a local government background myself I know the hard work that councillors put in to making their communities thriving environments to live and work.

I have also enclosed several copies of my contact details and I would really appreciate if you could display these in your parish notice boards; so that residents can easily access and book surgery appointments with me as necessary.

Once again, I look forward to working constructively with your council over the coming years. If there is anything I can be of help with, please do let me know.

My best wishes,

Peter Bedford MP
Member of Parliament for Mid Leicestershire


Constituency office: 4 Cropston Road, Anstey, Leicestershire, LE7 7BJ
Parliamentary office: House of Commons, London, SW1A 0AA
Email: peter.bedford.mp@parliament.uk
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Peter Bedford MP


*Working hard
for Mid
Leicestershire*





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*I hold regular advice
surgeries to help
constituents with issues.
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