



# Walton on the Wolds Parish Council



Minutes of Council meeting held 5<sup>th</sup> March 2024 at the Village Hall, Walton on the Wolds

Present;

Parish Councillors - C Greenall (Chair), G Archer, T Lewis, J Lewin

County Councillor R Shepherd (via zoom link)

1 member of the public

Locum Clerk – Susan Stack

Incoming Clerk – Emma Andrews

It was noted that the Borough Councillor J Boker was not present and had not sent apologies

## MINUTES

FULL To receive apologies for absence  
2024.035 **Cllr T Dixon**

FULL Declarations of Councillors' Interests in items on the agenda  
2024.036 **None**

FULL Public Speaking  
2024.037 **A resident outlined concerns over an access point and impact on residents and users of Six Hills Road.**  
**Concerns on any action setting a precedent for other land owners.**  
**The overall height including the land height is excessive.**  
**The hedge has not had a request to protect its removal notice actioned by Charnwood.**  
**Trees on the border are potentially under threat.**  
**Request for more intervention from District Councillors.**  
**Response;**  
**The County Councillor is trying to get to Highways to investigate access issues but unable to act until a transgression has occurred. The remainder of the issues are within the remit of the Charnwood Borough Council. Chairman and resident to arrange a meeting with Jenny Boker – Charnwood BC**

FULL To approve and sign minutes of the Meeting of the Parish Council held on Tuesday 6<sup>th</sup>  
2024.038 February 2024  
**It was resolved to approve the minutes (GA/CG) subject to "e-mail being left open but access removed from existing Clerk" amendment.**

FULL Progress on actions from previous meeting;  
2024.039 a) Chicken excrement (Chair)  
**Cllr Lewis has spoken to the environment agency who will not act unless it is a risk to water contamination. Photographs and rules on storage of waste have been sent and a full response requested including the effect**



# Walton on the Wolds Parish Council



***on the ditch that run off is going into. It is supposed to be temporary but concerns are that it may become a long term storage facility.***

- b) Historic hedge and tree preservation (Chair)  
***Covered in public participation***
- c) Hedge trimming (T Lewis)  
***Defer to next meeting***
- d) Footpath topping (T Lewis)  
***Confirmed that the footpath opposite the Village Hall is going to have bark applied (from Seagrave Tree Services) as verbal permission received from landowner. For future reference County Council may be responsible for footpath surfaces. Council to contact County Council and advise them of work being undertaken via [CSCparishes@leicscc.gov.uk](mailto:CSCparishes@leicscc.gov.uk)***
- e) Overgrowing hedge Black Lane (Chair)  
***Chair showed photograph of the hedge in question with the bus stop sited within the hedge. Council to report to County Council as it is a fast road and not wide enough for a buggy and waiting space for bus.***
- f) Resident parking near pub (Chair)  
***This has gone away***
- g) Access to bank (Chair)  
***Access has been achieved with the assistance of ex-Councillors. Cllr G Archer will be added to the bank mandate for Barclays***
- h) General parking issues in the village  
***Withdrawn***

FULL To receive a report from the Police  
2024.040 ***None present***

FULL To receive a report from the Village Hall management  
2024.041 ***None present***

FULL Update from District and County Councillors  
2024.042 ***Cllr Shepherd asked about the circulation of media releases and health information. It was agreed that individual Councillors will let Cllr Shepherd know if they want to receive them. Leicestershire matters is due out this week, please advise Richard if hard copy is not received in the next 2 weeks.***

FULL To adopt and load onto website;  
2024.043

- Purchase of grave space form (new)
- Application of Interment form (new)
- Memorial application form (new)



# Walton on the Wolds Parish Council



- Grant application form (new)  
**Resolved to adopt all forms**

FULL Burial Ground matters – Audit and security of records  
2024.044 **Overview of the records on file and actions taken. Thanks will be sent to G Gamble for all their help.**

FULL Financial matters

2024.045

- To receive a list of payments made since last meeting
- Scrutiny of any invoices outstanding for payment

<b>Payee</b>	<b>Amount</b>	<b>For</b>
<b>S Stack</b>	<b>391.10</b>	<b>Clerking Services</b>
<b>Leicestershire CC</b>	<b>345.29</b>	<b>Street Lighting charges</b>

- Scrutiny of any quotations for work and appoint contractor/supplier  
**None**
- To receive and approve accounts as at 29<sup>th</sup> January 24  
**It was resolved to approve the accounts – signed by Chairman**
- To register a Government gateway account  
**Resolved to set up with Incoming Clerk as main contact**
- To register as an employer for PAYE
- Resolved to set up with Incoming Clerk as main contact**
- 
- To register with the ICO  
**Resolved to join with Incoming Clerk as main contact**
- Unity Trust bank account application  
**Incoming Clerk and Cllrs Greenall will be administrators for loading payments, Cllrs Greenall, Lewis and Archer will be authorisation Councillors.**
- Action regarding unidentified payments made  
**Copies cheques are being posted out to aid identification.**
- To review the Fixed Asset register  
**The register was approved. Investigate Cricket Ground status for next meeting**
- Financial Regulations (no change)  
**Resolved to accept**
- To purchase Microsoft programs and One Drive cloud storage  
**Resolved to purchase for council laptop**



# Walton on the Wolds Parish Council



- o) To allocate a budget (suggest £100) for Chairman's allowance for 2023/24 and 2024/25 years

***It was resolved not to amend the budget***

FULL  
2024.046

Approve policies as below;

- Standing Orders (revised)

***It was resolved that the revised Standing Orders be adopted***

- GDPR Policy (new)
- Freedom of Information procedure (new)
- Risk Management Policy (new)
- Equality and Diversity Policy (new)
- Complaints procedure (excluding staff)(new)
- Document retention statement/publication scheme (new)

***It was resolved to adopt all of the above policies***

FULL  
2024.047

To review – Grazing field agreement for 31<sup>st</sup> March 2024-31<sup>st</sup> December 2024

***It was resolved to increase by £20 per annum subject to this being allowed in the contract towards increased hedge cutting costs. Review at January 2025 meeting***

FULL  
2024.048

To discuss – Requirement to have domain orientated e-mail address for the Council and how to achieve it

***Cllr G Archer will set up when new domain name established***

FULL  
2024.049

Date of the next meeting(s) – ***Monday April 8<sup>th</sup> (due to bank holiday) Monday May 13<sup>th</sup> (due to bank holiday) 7<sup>th</sup> (APM).***

FULL  
2024.050

To resolve that public and press be excluded from the meeting due to the confidential nature of the items to be transacted

***None present***

FULL  
2024.051

Confidential Item – To appoint Clerk, decide on start date, pay scale range and general contents and sending of offer letter



FULL  
2024.052

To approve draft contract of employment

***Approved***