

**MINUTES OF THE MEETING OF GROBY PARISH COUNCIL  
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY  
ON 3<sup>RD</sup> MARCH 2025 COMMENCING AT 7.00PM**

**Councillors Present:** Cllr C Lincoln (Chair) Cllr P Batty Cllr G Baker Cllr S Beck Cllr N Clarke  
Cllr L Emmerson Cllr K Griffiths Cllr S Jones Cllr C Mullins Cllr C York

**Also Present:** Parish Clerk Deputy Clerk  
Borough Councillor M Cartwright Borough Councillor C Harris  
County Councillor O O'Shea  
Local Police Beat Team - 2  
Members of the Public - 1

**COU/207/24-25 Chairman's Welcome**

The Chairman welcomed all to the meeting and thanked the local Police Beat team for attending. The Chair announced that the meeting was being recorded.

**COU/208/24-25 Apologies for Absence**

Apologies were received from Cllr L Collins, Cllr T Hollick, Cllr D Hyde, Cllr N Jones, Cllr G Richardson and Cllr L Trivett. It was **RESOLVED** to accept these apologies.

Apologies were also received from Borough Cllr Lambert.

**COU/209/24-25 Declarations of Interest and Requests for Dispensations**

Cllr C York declared interests in the Village Hall and Groby CIC (not pecuniary due to only holding 1 share)  
Cllr S Jones declared interests in Sacheverell Trust and Thomas Herbert Smith Trust  
Cllr Batty declared a conflict of interest in Agenda Item 14.iii.External Auditor

**COU/210/24-25 Minutes**

**To approve the minutes of the Meeting of Council held on 10<sup>th</sup> February 2025**

It was **RESOLVED** that the minutes of the Meeting of Groby Parish Council held on 10<sup>th</sup> February 2025 be approved and signed by the Chairman as a true and accurate record. Cllr Baker, Cllr Batty, Cllr Clarke, Cllr Griffiths and Cllr S Jones abstained.

**COU/211/24-25 Police Report**

A Police Beat Report was included in members' packs and was **NOTED**. Two members of the Beat Team were present at the meeting and gave a report which detailed:

- The importance of reporting incidents to the Police on 101, every call is logged and monitored
- Only 1 case of anti-social behaviour reported in Groby since January 2025
- 4 Reports of criminal damage which included the BMX track
- Crime prevention

**COU/212/24-25 County Councillor Report**

A report from County Councillor O'Shea was circulated to members at the meeting. This was **NOTED**.

The County Councillor's report detailed:

- County Council Elections being held on 1<sup>st</sup> May 2025
- Leicestershire County Council Budget and Council Tax Rise
- Petition to 'Save our Post Offices' in Groby and Ratby

## COU/213/24-25 Borough Councillor Reports

### A report from Borough Councillor Harris detailed:

- Application for an Illuminated sign at Field Head has been refused by HBBC and has been switched off. HBBC Enforcement have instructed for the sign to be removed within 7 days.
- Recent disruption on a roundabout in Markfield due to works being carried out with no traffic management in place.
- Attended the Taylor Wimpey consultation for the proposed housing development on the Land East of Ratby Lane, Field Head along with several members of Groby Parish Council.

### A report from Borough Councillor Cartwright detailed:

- HBBC Annual Rural Conference being held on Thursday 13<sup>th</sup> March 2025 at Mythe Barn, Sheepy Magna.
- Devolution: HBBC is currently working on their preferred unitary proposal
- Delays to HBBC Local Plan: Almost certain that this will have to go back to Regulation 18

There were no further Borough Councillor reports.

## COU/214/24-25 Public Participation

There was none.

## COU/215/24-25 Clerk's Report

- i. Members were informed that the next Community Litter Pick Event, coinciding with the Great British Spring Clean, will take place on Saturday 5<sup>th</sup> April 2025 between 10am – 12 noon. This was **NOTED**.
- ii. Members received information on a survey being run by Leicestershire County Council on the Rights of Way Improvement Plan. The consultation runs until Sunday 16<sup>th</sup> March 2025. Given the short timeframe, it was **AGREED** for members to respond individually to the consultation.
- iii. Members were updated on the new website which has now gone live with a soft launch. The new .gov.uk office e-mails had been set up and new councillor e-mails would be rolled out over the next few weeks

## COU/216/24-25 Correspondence

65.	Hinckley & Bosworth Borough Council	Government English Devolution White Paper: Joint Media Statement from the leaders of the 7 District & Borough Councils in Leicestershire & Rutland County Council	This was <b>NOTED</b> .
66.	Leicestershire County Council	Parish & Town Councils briefing on the Councils Local Government Reorganisation (LGR) proposals.	This was <b>NOTED</b> .

## COU/217/24-25 Festive Lighting Contract 2025-2028

To discuss and consider quotations for a new Festive Lighting Contract  
A report detailing quotations from 4 festive lighting companies and including various motif designs was included in members' packs and discussed.

It was **RESOLVED** to award the contract to Company B – Festive Lighting Ltd with a 3-year contract for the hire, installation and removal of 15 motifs at a cost of £5,187.25 per annum.  
Cllr Baker abstained. Cllr Beck voted against.

## COU/218/24-25 To discuss information received in relation to a proposed housing development on the Land East of Ratby Lane, Field Head

Information regarding a proposed housing development on the Land East of Ratby Lane, Field Head was received and discussed.

Planning Permission on this area of land had previously been refused and Cllr Batty advised that he held the original information from the full refusal notice which would be passed onto the office. Cllr Batty stated that he felt it important for Council to support the residents in fighting the proposed development. Further discussion was deferred.

#### **COU/219/24-25 Estates Committee**

- i. To receive and note the approved minutes of the meeting held on 5<sup>th</sup> December 2024**  
The approved minutes of the Estates Committee meeting held on 5<sup>th</sup> December 2024 were included in members' packs and were **NOTED**.
- ii. To receive and note the draft minutes of the meeting held on 6<sup>th</sup> February 2025**  
The draft minutes of the Estates Committee meeting held on 6<sup>th</sup> February 2025 were included in members' packs and were **NOTED**.

**To resolve the following recommendations from the Committee meeting held on 6<sup>th</sup> February 2025:**

- iii. To approve the Cemetery and QEII Rose Garden Schedule of Fees with effect from 1<sup>st</sup> April 2025**  
It was **RESOLVED** to increase the Cemetery Schedule of Fees by 5% with effect from 1<sup>st</sup> April 2025. Cllr S Jones abstained. Cllr P Batty voted against.

It was **RESOLVED** to increase the QEII Rose Garden Schedule of Fees by 5% with effect from 1<sup>st</sup> April 2025.

County Councillor O'Shea arrived at 7.55pm

The Chair re-ordered the agenda for members to ask any questions relating to County Councillor O'Shea's report

**COU/212/24-25** County Councillor O'Shea provided an update on the campaign to save the post offices in Ratby and Groby. The petition was going well however unfortunately, a 9-page petition has disappeared from the counter of Groby Post Office which was hoped would be returned.

Members were also informed of a scam cold-caller targeting the elderly which had been reported to Trading Standards.

Cllr S Jones left the meeting at 8.00pm.

#### **COU/220/24-25 Finance & General Purposes Committee**

- i. To receive and note the draft minutes of the meeting held on 24<sup>th</sup> February 2025**  
The draft minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> February 2025 were included in members' packs and were **NOTED**.

**To resolve the following recommendations from the Finance & General Purposes Committee from the meeting held on 24<sup>th</sup> February 2025:**

- ii. To delegate authority to the Clerk for the purchase of a laptop of a suitable specification for the Cemetery office up to a maximum spend of £500**

It was **RESOLVED** to delegate authority to the Clerk to purchase a laptop of a suitable specification for the Cemetery Office to a maximum spend of £500 to be taken from Budget Line 4395 Contingencies.

Cllr Batty recused himself and left the meeting at 8.10pm

- iii. To approve the response to the External Auditor's request for additional information/clarification in relation to 2022-23 and 2023-24 Objections**

The draft response to the External Auditor's request for additional information/clarification in relation to the 2022-23 and 2023-24 objections was circulated to members.

It was **RESOLVED** to approve the response and for this to be sent to the External Auditor.

Cllr Batty rejoined the meeting at 8.20pm

**iv. To receive and note Income & Expenditure Report and EMR Report to 21<sup>st</sup> February 2025**

The Income and Expenditure budget report and EMR report to 21<sup>st</sup> February 2025 were included in members' packs. These were **NOTED**.

**v. To receive and note the verified bank reconciliation to 31<sup>st</sup> January 2025**

The verified and signed bank reconciliation, showing a bank balance of £193,647.77 to 31<sup>st</sup> January 2025, was included in members' packs. This was **NOTED**.

**vi. To approve payments of accounts and to note income:**

A payment schedule detailing net payments of **£17,999.93** was included in members' packs.

It was **RESOLVED** to approve the Payment Schedule and make all the payments that were presented to the meeting.

A Receipt Schedule detailing Income of **£6,745.54** was included in members' packs. This was **NOTED**.

3rd March 2025			
RECEIPT SCHEDULE			
Amounts received since last meeting			
Name	Description	Amount £	Receipt No:
Roger Smeeton	Cemetery Fees	32.00	c/24/25/59
Resident	QEII Rose Garden Fees	184.00	c/24/25/60
Central Co-operative Funeral Services	Cemetery Fees	628.00	c/24/25/61
Resident	Cemetery Fees	145.00	c/24/25/62
Resident	Cemetery Fees	365.00	c/24/25/63
Resident	Cemetery Fees	365.00	c/24/25/64
Ashwood Tree Surgery	Collection of felled Oak Trees	200.00	24/25/32
Groby Juniors	Permit Fee and Linemarking Charges	239.00	24/25/34
HMRC	VAT Reclaim Q3: October - December 2024	4587.54	24/25/33
<b>Total</b>		<b>£ 6,745.54</b>	

**PAYMENT SCHEDULE**

<i>Payee</i>	<i>Details</i>	<i>Net Amount £</i>	<i>Vat £</i>	<i>Gross £</i>
Stallard Kane	Health & Safety Advisors	148.50	29.70	178.20
PEAC Ltd	Telephone System Lease Rental	119.57	23.91	143.48
Digital Communications	Telephone Line Rental / Calls / Broadband	158.66	31.73	190.39
Scottish Power	Cemetery electricity	52.38	2.62	55.00
Various	February 2025 Salaries	8,106.00	-	8,106.00
HMRC	Tax & NI - February 2025	2,422.75	-	2,422.75
Leicestershire County Council	LGPS - Pension February 2025	2,823.19	-	2,823.19
Various	Mileage - February 2025	134.10	-	134.10
GPC Employee	2025-26 Wall Planner	12.49	-	12.49
Pubpay & Stonehenge	Payroll Services: February 2025	24.15	4.83	28.98
Roma Landscapes	Grounds Maintenance : February 2024	1,833.33	366.67	2,200.00
AllStar Fuel Card	Van Fuel: 03.02.25 and 19.02.25	75.33	15.06	90.39
AllStar Fuel Card	Equipment Fuel: 31.01.2025	47.87	9.57	57.44
Sharp	Photocopying Charges: 24.12.24 - 31.01.25	63.25	12.65	75.90
Granart Memorials	Kerb & GOR Plaques	149.00	-	149.00
Ashenden Tree Ltd	Tree Works	550.00	-	550.00
Ashenden Tree Ltd	Chip & remove brash from Closed Churchyard	75.00	-	75.00
Churchill Industrial Supplies	Staff Uniform / PPE	93.50	18.70	112.20
Toolstation Ltd	Staff Uniform / PPE	26.88	5.38	32.26
Tudor Environmental	Staff Uniform / PPE	71.69	14.34	86.03
Tudor Environmental	Staff PPE	12.49	2.50	14.99
Anstey Shoe Repairs	QEII Rose Tag	5.95	-	5.95
Shamford Horticultural Ltd	H&S Compliant Jerry Cans	107.16	21.43	128.59
Karcher UK Ltd	Power Washer Attachment (graffiti removal)	44.99	9.00	53.99
Wilson Alarm Systems Ltd	Call Out - Alarm reset	104.00	20.80	124.80
Sign Here	PSPO Signage for Beacon Field (50% funded through HBBC Community Equipment Grant)	550.00	110.00	660.00
Astley Computers	Annual Managed Cloud Back-up Service	160.00	-	160.00
Chemiphase International Ltd	Graffiti Removal Spray	27.70	5.54	33.24
		<b>£ 17,999.93</b>	<b>£ 704.43</b>	<b>£ 18,704.35</b>

**COU/221/24-25 Events Committee**

- i. **To receive and note the approved minutes of the meeting held on 6<sup>th</sup> February 2025**  
The approved minutes of the Events Committee meeting held on 6<sup>th</sup> February 2025 were included in members' packs and were **NOTED**.
- ii. **To receive and note the draft minutes of the meeting held on 20<sup>th</sup> February 2025**  
The draft minutes of the Events Committee meeting held on 20<sup>th</sup> February 2025 were included in members' packs and were **NOTED**.

To resolve the following recommendations from the Events Committee from the meeting held on 20<sup>th</sup> February 2025:

- iii. **To delegate authority to the Events Committee to spend up to a maximum of £1000 on the two VE Day 80<sup>th</sup> Anniversary Events taking place in May 2025**

It was **RESOLVED** to delegate authority to the Events Committee to spend up to a maximum of £1000 on the two VE Day 80<sup>th</sup> Anniversary Events taking place on the 5<sup>th</sup> May and 8<sup>th</sup> May 2025.

**COU/222/24-25 Planning and Development Committee**

**To receive and note the approved minutes of the meeting held on 9<sup>th</sup> January 2025**

The approved minutes of the Planning and Development Committee meeting held on 9<sup>th</sup> January 2025 were included in members' packs and were **NOTED**.

**COU/223/24-25 To confirm the date and time of next meeting**

The date of the next meeting is scheduled for Monday 7<sup>th</sup> April 2025 at 7 pm.

**COU/224/24-25 RESOLVED to move into Closed Session to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to consideration of insurance and staffing matters.**

**COU/225/24-25 Flooding Issues on Queen Elizabeth II Playing Fields**

Members were provided with advice from Council's Insurers in relation to the matter and next steps were **AGREED** as follows:

- All correspondence to be copied to the Parish Clerk
- Cllr O'Shea to provide update from Senior Drainage Engineer
- Press Severn Trent for information in relation to assets on the land
- Cllr Cartwright to provide updates in relation to planning.

Further discussion was deferred to a future meeting. It was **AGREED** that an Extraordinary Meeting of Council may be required following this fact-finding exercise.

**COU/226/24-25 Staffing Matters**

- i. **To approve Staff Training and associated costs**

A report detailing proposed training courses for staff members was circulated to members.

It was **RESOLVED** to approve the staff training courses as detailed in the report.

- ii. **To receive an update on recruitment**

Members were advised that the recruitment of a gate keeper had been successful and the new staff member's induction had taken place that day.

- iii. **To receive an update on staffing matters**

An update on staffing matters was provided.

**The meeting closed at 8.58 pm**

Signed:.....

Date:.....

Chairman's Initials \_\_\_\_\_