

**MINUTES OF THE MEETING OF GROBY PARISH COUNCIL  
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY  
ON 19<sup>th</sup> JANUARY 2026 COMMENCING AT 7.00PM**

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

**Also Present:** Parish Clerk  
Borough Councillors M Cartwright and C Lambert  
County Cllr O'Shea  
Members of the Public - 4

**COU/186/25-26 CHAIR'S WELCOME**

The Chair welcomed all to the meeting and advised that the meeting was being recorded..

**COU/187/25-26 APOLOGIES**

Apologies were received from Cllr Hollick and Cllr Hyde. **RESOLVED** to accept these apologies.  
Apologies had also been received from Borough Cllr Harris.

**COU/188/25-26 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Cllr York declared an interest in Agenda Item 10 (27) as an Allotment Tenant  
Cllr Griffiths declared an interest in Agenda Item 10 (27) as an Allotment Tenant  
Cllr Emmerson declared an interest in Agenda Item 10 (27) as an Allotment Tenant  
Cllr Lincoln declared interests in Agenda Item 10 (27) as an Allotment Tenant and as  
Secretary of the Allotment Society  
Cllr Richardson declared an interest in Agenda Item 10 (27) as an Allotment Tenant

**COU/189/25-26 MINUTES**

**RESOLVED** that the minutes of the Meeting of Groby Parish Council held on 1<sup>st</sup> December 2025 be approved and signed by the Chair as a true and accurate record. Cllrs Baker and S Jones abstained.

*Cllr N Jones joins the meeting at 7.06pm*

**COU/190/25-26 PUBLIC PARTICIPATION**

A member of the public asked to speak on agenda item 10 (27) relating to the allotments and they were informed that it would be the Chair's decision to allow the member to speak once that particular item on the agenda was reached.

Another member of the public expressed that they had left the previous Council meeting confused in relation to the Neighbourhood Plan. An update on the Plan was provided and the member of the public was informed that copies of the draft Neighbourhood Plan would be available to view in the library, online and at the Council Office once the consultation period had started.

**COU/191/25-26 POLICE REPORT**

The latest Police Report from the local Beat Team was included in members' packs and **NOTED**.

**COU/192/25-26 COUNTY COUNCILLOR REPORTS**

A report from County Councillor O'Shea was included in members' packs and was **NOTED**. The report detailed:

- The outline Planning Application 25/01213/OUT for up to 180 dwellings on Land South of Sacheverell Way had now been submitted to Hinckley & Bosworth Borough Council and awaiting allocation;
- Temporary Road Closure of Markfield Road in Ratby which started on 5<sup>th</sup> January 2026 and is not anticipated to exceed a period of 6 weeks;

- Leicestershire County Council’s gritting team working around the clock in response to weather forecasts;
- Trading Standards Scam Alert with scammers pretending to be car finance lenders and falsely claiming that people are owed compensation;
- Urgent Product Recall for a wooden baby teether ring sold via TikTok.

**COU/193/25-26 BOROUGH COUNCILLOR REPORTS**

- i. A report from Borough Councillor Lambert was received and **NOTED**. The report detailed:
  - Quiet time at the Borough
  - At the November Full Council meeting Cllrs Harris and Lambert had put forward a motion in relation to traffic management plans for new developments in rural areas which had been carried and should result in Planning Enforcement Officers being given resources and direction to monitor and address non-compliance with construction traffic management plans;
  - Two current Planning Applications causing concern as they will add considerable traffic to the A50/A511 corridor;
  - HBBC’s budget for 2025-26 is being developed and the detail will be announced on 5<sup>th</sup> February 2026;
  - Anticipated that there will be no decision from the Government on the local re-organisation until Summer 2026.
  
- ii. A report from Borough Councillor Cartwright was received and **NOTED**. The report detailed:
  - Cllr Lambert and Cllr Harris’s motion had received the full support of Full Council;
  - Rural Conference takes place on 12<sup>th</sup> March 2026 and places are limited to two per Parish;
  - Introduction of food waste collections. Delivery of food caddies to households will start mid-February with the weekly collections having to be in place by 31<sup>st</sup> March 2026. HBBC are ready for the rollout and will meet Government’s deadline.

**COU/194/25-26 CLERK’S REPORT**

The Clerk had nothing further to report.

**COU/195/25-26 CORRESPONDENCE**

Cllrs Lincoln, York, Griffiths, Emmerson and Richardson recused themselves and left the meeting prior to Correspondence (27).

Cllr N Clarke (Vice Chair) takes over the Chair

27.	Groby Allotment Society	Request to allow a change of name on the Allotment Society Leases for the Ratby Road and Orchard Close allotment sites	<p>Cllr Batty raised concerns that he had received from an allotment tenant and information relating to these was circulated at the meeting.</p> <p>The Chair allowed members of the Allotment Society to speak on matters relating to the Society becoming a Co-operative.</p> <p><b>RESOLVED</b> for Council to delegate authority to the Clerk to obtain legal advice in respect of potential ramifications for Council of the change of name.</p> <p><b>RESOLVED</b> to write to the Allotment Society to request a copy of the advice they received in respect of becoming a co-operative and to request information on the consultation process that took place.</p>
<p>Cllrs Lincoln, York, Griffiths, Emmerson and Richardson rejoin the meeting. Cllr Lincoln resumes the Chair</p>			
28.	Druck	Request for Council to take over the ownership/ management of two community defibrillators	<p>A request from Druck to take over ownership/management of two defibrillators within Groby was considered.</p> <p><b>RESOLVED</b> to respond to Druck to say that Council do not have the staffing levels to be able to take over the management of</p>

			the defibrillators as Council would want to do weekly checks and to request that Druck reconsider their position.
29.	Hinckley & Bosworth Borough Council	Annual Rural Conference 2026 – Two spaces available for Council	<b>RESOLVED</b> for Cllrs Lincoln and Clarke to attend the Annual Rural Conference on 12 <sup>th</sup> March 2026 with the Clerk to request to join the reserve list.
30.	LOROS	Donation Certificate from the Christmas Lights Switch On Event	Donations totalling <b>£334.85</b> had been received by LOROS from Council's Christmas event and a donation certificate and message of thanks was received and <b>NOTED</b> .
31.	Groby Village Hall	Message from the Chair of the Groby Village Hall Committee	A message from the Chair of the Groby Village Hall Committee informing Council of the recent changes to the Village Hall Management Committee was received and <b>NOTED</b> .

**COU/196/25-26 FINANCE & GENERAL PURPOSES COMMITTEE**

**i. To receive and note the draft minutes from the meeting held on 12<sup>th</sup> January 2026**

The draft minutes from the Finance & General Purposes Committee meeting held on 12<sup>th</sup> January 2026 were included in members' packs and **NOTED**.

**ii. To approve the submission of a PCIF grant application to HBBC for Marina and Stamford Park pathways**

Members were advised that the Finance & General Purposes Committee and the Estates Committee had both recommended for an HBBC Parish and Community Initiative Fund (PCIF) grant application to be submitted to help fund the resurfacing of footpaths on Marina and Stamford Park. Since the PCIF deadline preceded the Full Council meeting the application (included in members' packs) had been submitted and now required Council's retrospective approval or alternatively withdrawal of the application.

**RESOLVED** to approve the submission of a PCIF grant application to HBBC for the resurfacing of sections of Marina Park and Stamford Park pathways at a total project cost of £19,728.90, the grant request being £9,864.45 with £9,864.45 being funded by the Parish Council.

*Cllr P Batty leaves the meeting at 8.24pm*

*Cllr S Jones leaves the meeting at 8.35pm*

Agenda items 11iii, 11iv and 11v were considered together:

**iii. To approve the Budget for the financial year 2026-2027**

**iv. To receive the 2026-2027 Tax Base Figure from Hinckley & Bosworth Borough Council**

**v. To approve the amount to be raised via the 2026-2027 Precept Demand giving due consideration to the level of General Reserves**

It was **NOTED** that the confirmed Hinckley & Bosworth Borough Council Tax Base figure for 2026-2027 for Groby Parish is set at 2,634.7.

A copy of the 2025-26 Draft Budget (Version 3) along with a report showing the projected level of General Reserves at 31<sup>st</sup> March 2026 was included in members' packs and considered.

**RESOLVED** to set a Budget of £383,941.00 for 2026-27 which included estimated income from other sources of £27,046.00.

**RESOLVED** to send a 2026-27 Precept request to Hinckley & Bosworth Borough Council for the sum of £356,895.00. With a confirmed Tax Base of 2,634.7 this would equate to £135.46 per year for each Band D dwelling, an increase of £2.71 per year or 2%.

**vi. To review and adopt the revised Financial Reserves Policy**

The revised Financial Reserves Policy as recommended by the Finance & General Purposes Committee, was included in members' packs.

**RESOLVED** to adopt the revised Financial Reserves Policy.

**vii. To receive and note the verified Income & Expenditure Report and EMR Report to 31<sup>st</sup> December 2025**

The Income & Expenditure Report and EMR Report to 31<sup>st</sup> December 2025 were included in members' packs. These were **NOTED**.

**viii. To receive and note the verified bank reconciliation for November 2025**

The verified and signed bank reconciliation, showing a bank balance of £295,853.65 to 30<sup>th</sup> November 2025 was included in members' packs. This was **NOTED**.

**ix. To approve payments of accounts and to note income**

A Payment Schedule detailing net payments of **£20,703.70** was included in members' packs.

**RESOLVED** to approve the Payment Schedule and make all the payments that were presented to the meeting,

<b>PAYMENT SCHEDULE</b>				
<i>Payee</i>	<i>Details</i>	<i>Net Amount £</i>	<i>Vat £</i>	<i>Gross £</i>
HBBC	Office & Premises Rates	237.00	-	237.00
HBBC	Cemetery Rates	182.00	-	182.00
HBBC	Qtrly: Dog Bin Contract Q4: Jan - Mar 2026	1,449.50	289.90	1,739.40
HBBC	Qtrly: Refuse & Recycling Q4: Jan - Mar 2026	331.50	-	331.50
Groby Village Hall	Quarterly Rent Q4: 1st Jan - 31st Mar 2026	583.93	-	583.93
Siemens	Quarterly Photocopier Lease Rental Q4: 1st Jan - 31st Mar 2026	73.45	14.69	88.14
PEAC Ltd	Telephone System Lease Rental	119.57	23.91	143.48
Digital Communications	Telephone Line Rental / Calls / Broadband	100.06	20.01	120.07
Scottish Power	Cemetery electricity	52.38	2.62	55.00
Stallard Kane	H&S Advisors	148.50	29.70	178.20
Various	December 2025 Salaries	8,232.71	-	8,232.71
HMRC	Tax & NI - December 2025	2,836.69	-	2,836.69
Leicestershire County Council	LGPS - Pension December 2025	2,798.89	-	2,798.89
Various	Mileage - December 2025	175.50	-	175.50
Pubpay & Stonehenge	Payroll Services: December 2025	20.70	4.14	24.84
Roma Landscapes	Grounds Maintenance : December 2025	1,916.67	383.33	2,300.00
Sharp Business	Photocopying Charges: December 2025	78.00	15.60	93.60
AllStar Fuel Card	Equipment Fuel:	20.89	4.18	25.07
AllStar Fuel Card	Van Fuel	82.50	16.50	99.00
Hilmarco Ltd	Winter Bedding	45.83	9.17	55.00
Sign Here	2 x No Parking Signs for Field Head	250.00	50.00	300.00
Garden Machinery Direct	PPE: Chainsaw Trousers (Cemetery Insurance Claim)	74.57	14.92	89.49
Toolstation	Compressor/Drill/Angle Grinder (Cemetery Insurance Claim)	490.78	98.16	588.94
Groby & Field Head Spotlight	Newsletter - December 2025	190.00	38.00	228.00
Festive Lighting Company	2025 Festive Lights: 20% Hire / Delivery /Installation Final Charges	993.98	198.80	1,192.78
Lights4Fun	Additional Christmas Lights for Field Head / Library Tree	325.23	65.03	390.26
Granart Memorials	Kerb Plaque	96.00	-	96.00
Ratby Co-operative Band	Carols around the Tree Event (£137 expenditure)	250.00	50.00	300.00
Leicestershire County Council	Annual Tree Survey and Reports	1,125.00	225.00	1,350.00
ESPO	Office Stationary	61.00	12.20	73.20
EH Smith Builders Merchants	2x Wheelbarrows / Maintenance Sundries	218.25	43.65	261.90
		<b>£ 20,703.70</b>	<b>£ 1,304.92</b>	<b>£ 22,008.62</b>

A Receipt Schedule detailing income of **£36,279.91** was included in members' packs and **NOTED**.

<b>RECEIPT SCHEDULE</b>		
Amounts received since last meeting		
<i>Name</i>	<i>Description</i>	<i>Amount £</i>
HBBC	Section 106 Maintenance Monies	13728.03
Ecclesiastical	Cemetery Insurance Claim Settlement	15563.00
Paul Pender & Son	Cemetery Fees	389.00
Anstey & District Funeral Services	Cemetery Fees	835.00
Buckminster Funerals	Cemetery Fees	392.00
Leicestershire County Council	Urban Verge Grass Cutting Service Agreement 2025	5292.88
Groby Juniors	Permit Fee	80.00
<b>Total</b>		<b>£ 36,279.91</b>

#### **COU/197/25-26 STAFFING COMMITTEE – PART 1**

- i. **To receive and note the minutes from the meetings held on 28<sup>th</sup> October 2025 and 13<sup>th</sup> January 2026**  
The approved minutes from the Staffing Committee meeting held on 28<sup>th</sup> October 2025 and the draft minutes from the meeting held on 13<sup>th</sup> January 2026 were included in members' packs and **NOTED**.

**To receive recommendations from the Staffing Committee Meeting held on 13<sup>th</sup> January 2026**

- ii. **To review and adopt the following revised policies and procedures:**
- a) Lone Working Policy
  - b) Training and Development Policy
  - c) Time off in Lieu Policy
  - d) Staff Handbook
  - e) Sickness Policy (new policy)

Revisions to Policies and Procedures (a) to (e) had been made by the Staffing Committee and these were included in members' packs and reviewed.

**RESOLVED** to adopt the revised Lone Working Policy; Training and Development Policy; Time off in Lieu Policy; Staff Handbook and to adopt a new Sickness Policy

**To review and adopt the following policies and procedures unchanged:**

- f) Anti-harassment and Bullying Policy
- g) Equality, Diversity and Inclusion Policy
- h) Grievance Procedure
- i) Disciplinary Procedure
- j) Bereavement Policy

Further to review, the Staffing Committee recommended that Policies and Procedures (f) to (j) be adopted unchanged.

**RESOLVED** to adopt the Anti-harassment and Bullying Policy; Equality, Diversity and Inclusion Policy; Grievance Procedure; Disciplinary Procedure and Bereavement Policy unchanged.

**COU/198/25-26 NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

Following Council’s approval of the Pre-submission Draft of the Groby Parish Neighbourhood Plan, an update was provided by the NP Advisory Committee detailing the 6-week (minimum) public consultation that would commence in February 2026. A leaflet would be delivered to all households, businesses and stakeholders; a banner and posters would be displayed on the Village Hall railings and around the Parish noticeboards and a Drop-in Event had been planned to take place on Saturday 7<sup>th</sup> March 2026 between 1 – 4pm at the Council Offices. This was **NOTED**.

**COU/199/25-26 DATE AND TIME OF NEXT MEETING**

The date of the next meeting is scheduled for **Monday 9<sup>th</sup> February 2026 at 7pm.**

**COU/200/25-26 CLOSED SESSION**

**RESOLVED** to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential and sensitive nature of the business to be discussed in relation to consideration of staffing matters and in order to consider tenders for the Grounds Maintenance Contract 2026-27 on the grounds that they are commercially sensitive.

**COU/201/25-26 GROUNDS MAINTENANCE CONTRACT 2026-2027**

The procurement process had been followed with sealed tenders being received by noon on Friday 16<sup>th</sup> January 2026 and opened by the Proper Officer in the presence of Cllr N Clarke.

The Clerk submitted for Council’s consideration, and with a view to awarding the Contract, the 12 tenders received for the Grounds Maintenance Contract for the period 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027. Each tender was considered in turn to ascertain the best value for money.

**RESOLVED** that the Grounds Maintenance Contract for the period 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027 be awarded to Shed Grounds Maintenance Ltd at an overall contract cost for the 2-year period of £53,572.80.

**COU/202/25-26 STAFFING COMMITTEE – PART 2**

- i. To receive a confidential report following the appraisal of a staff member’s probation period and to consider contracted hours, salary and training requirements**

A confidential report following the appraisal of a staff member’s probation period was received by members.

**RESOLVED** that a staff member’s probation period be confirmed as successfully completed; that with effect from 1<sup>st</sup> February 2026, their working hours increase from 25 to 30 hours per week and their salary scale is set at SCP14.

**RESOLVED** for the staff member to attend LRALC’s Planning Nuts and Bolts training course at a cost of £50.

- ii. To receive an update on staffing appraisals**

An update on staffing appraisals which had now been completed was received and **NOTED**.

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

There were no further staffing matters.

**The meeting closed at 9:45pm**

Signed:.....  
Chair

Date:.....