

**MINUTES OF THE ANNUAL MEETING OF GROBY PARISH COUNCIL
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY
ON 11th MAY 2026 COMMENCING AT 7.00PM**

Councillors Present: Cllr C Lincoln (Chair) Cllr G Batty Cllr N Clarke Cllr E Emmerson
Cllr K Griffiths Cllr T Hollick Cllr D Hyde Cllr N Jones
Cllr A Mullins Cllr C Mullins Cllr G Richardson Cllr C York

Also Present: Parish Clerk
Borough Councillors Lambert and Cartwright
County Councillor O'Shea
Scout Representatives - 2
Members of the Public - 0

COU/001/26-27 ELECTION OF CHAIR

Nominations were received for the position of Chair of the Council:

Cllr N Jones; proposed by Cllr Richardson. Cllr N Jones declined the nomination.
Cllr C Lincoln; proposed by Cllr Clarke, seconded by Cllr Griffiths.

RESOLVED that Cllr C Lincoln be elected Chair of Groby Parish Council for the period 11th May 2026 until the Annual Meeting of Council in May 2027. Cllrs Richardson, Hyde and Batty abstained.

Cllr Lincoln read aloud and signed her Declaration of Acceptance of office.

COU/002/26-27 ELECTION OF VICE CHAIR

Nominations were received for the position of Vice Chair of the Council;

Cllr D Hyde; proposed by Cllr Richardson. Cllr Hyde declined the nomination.
Cllr N Clarke; proposed by Cllr A Mullins, seconded by Cllr Lincoln.

RESOLVED that Cllr N Clarke be elected Vice Chair of Groby Parish Council for the period 11th May 2026 until the Annual Meeting of Council in May 2027. Cllrs Richardson and Batty abstained.

Cllr Clarke read aloud and signed his Declaration of Acceptance of office.

COU/003/26-27 APOLOGIES FOR ABSENCE

Apologies were received from Cllr G Baker, Cllr S Jones and Cllr L Trivett.
It was **RESOLVED** to accept these apologies.

COU/004/26-27 DECLARATIONS OF INTEREST

Cllr York declared interests in Groby CIC and the allotments.
Cllr Hollick declared an interest as Borough Councillor & Trustee of the Village Hall.
Cllr G Richardson declared an interest in the allotments.

COU/005/26-27 MINUTES

- i. **RESOLVED** that the minutes of the Meeting of Groby Parish Council held on 13th April 2026 be approved and signed by the Chair as a true and accurate record.
Cllrs N Jones, Richardson & Hyde abstained. Cllr Batty voted against.
- ii. **RESOLVED** that the minutes of the Extraordinary Meeting of Council held on 20th April 2026 be approved and signed by the Chair as a true and accurate record.
Cllrs Batty, N Jones, Hyde, Hollick and C Mullins abstained.

COU/006/26-27 PUBLIC PARTICIPATION

There was none.

COU/007/26-27 POLICE REPORT

The Police Report was included in members' packs, and this was **NOTED**.

It was **AGREED** to contact the police to request for more frequent speed enforcement on Sacheverell Way,

COU/008/26-27 COUNTY COUNCILLOR REPORT

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

The report detailed:

- Draft Belonging in Education Strategy 2026-29 Consultation running from 22 April to 3 June 2026.
- New flood investigation report published by LCC.
- Two Pedestrian crossings had been requested at Groby Road/Bancroft Way and Ratby Road outside Brookvale Groby Learning Campus. It was **AGREED** for Groby Parish Council to send a letter of support and strong recommendation for the crossings to LCC.
- Double yellow lines (which had been painted black) had been re-instated on Ratby Road. Police were continuing with their enquiries into the matter.

COU/009/26-27 BOROUGH COUNCILLOR REPORTS**i. Borough Councillor Lambert's report detailed:**

- Car Boot proposal at Field Head hotel had raised concerns with residents particularly around the impact of traffic flows. Cllr Lambert was making enquiries with the Planning department to see if additional planning provisions were required
- Policy and Procedure dealing with violence against women/girls had been approved
- Report on the formation of a town Council for Hinckley would be discussed at Full Council
- Update on Regulation 19 of the HBBC Local Plan

ii. Borough Councillor Cartwright's report detailed:

- Roadworks nr Marina Drive have been deferred
- Update on the food waste collections; few teething issues but generally successful
- Success of the Annual Rural Conference in March 2026
- Mayor making is taking place in Hinckley on Tuesday 12th May 2026
- Upcoming Government changes – one impact is that the number of planning members on the HBBC Planning Committee needs to be reduced
- Update on the Charnwood Forest Geo Park

Cllr Hyde requested an update on Bradgate Stables and Cllr Cartwright informed that HBBC were waiting on a report but there had been delays with the Quarry (delays were not due to HBBC)

iii. Borough Councillor Hollick's report detailed:

- Interesting information board on the Charnwood Forest Geo Park installed at Groby Pool
- Reported a complaint to HBBC about the garages off Stevenson Way which is being looked into

The Chair re-arranged the agenda to bring forward Agenda Item 23 (3)

COU/023/26-27 CORRESPONDENCE

3.	73 rd Leicester (Groby) Scout Group	Requesting permission to allow the Leicester Electric Car Club to use Scout HQ	The Chair allowed representatives from the Scout Group to speak on the agenda item and to provide further details on the request. It was stated that a risk assessment, method statement and public liability insurance would all be provided by the Electric Car Club. Council were reassured that there would be no increase in traffic as the HQ had previously been used on Friday evenings for Scout meetings.
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			RESOLVED to grant permission to the 73 rd Leicester (Groby) Scout Group to hire out Scout HQ to the Leicester Electric Car Club on a 3-month trial period. Cllr Batty voted against.
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COU/010/26-27 CLERK'S REPORT

A report was received from the Clerk which detailed:

- Community Litter Pick Event taking place on Saturday 16th May 2026 between 10am – 12 noon.
- An invitation to the unveiling of a heritage plaque at the Stamford Arms on Friday 5th June 2026

COU/011/26-27 CODE OF CONDUCT

The Code of Conduct was included in members' packs and reviewed.

RESOLVED to re-adopt the Code of Conduct unchanged. Cllr Richardson abstained.

COU/012/26-27 CIVILITY AND RESPECT PLEDGE

Information regarding the Civility and Respect Pledge was included in members' packs.

RESOLVED to reconfirm Council's commitment to the Civility and Respect Pledge and to re-sign the Pledge accordingly. Cllr Richardson abstained.

COU/013/26-27 APPOINTMENT OF COMMITTEES 2026-2027

- RESOLVED** to disband the Environment Committee and for this to be included in the Estates Committee Terms of Reference.
- RESOLVED** for the following members to be appointed to Committees for 2026-2027

Estates Committee:	Finance & General Purposes Committee:	Planning & Development Committee:
1. Cllr N Clarke	1. Cllr N Clarke	1. Cllr D Hyde
2. Cllr L Emmerson	2. Cllr L Emmerson	2. Cllr N Jones
3. Cllr K Griffiths	3. Cllr T Hollick	3. Cllr C Mullins
4. Cllr C Lincoln	4. Cllr C Lincoln	4. Cllr G Richardson
5. Cllr A Mullins	5. Cllr C Mullins	5. Cllr L Trivett
6. Cllr L Trivett	6. Cllr C York	6. Cllr C York
7. Cllr C York		
Staffing Committee:	Events Committee:	Neighbourhood Plan Advisory Committee:
1. Cllr N Clarke	1. Cllr N Clarke	1. Cllr T Hollick
2. Cllr K Griffiths	2. Cllr L Emmerson	2. Cllr C Lincoln
3. Cllr C Lincoln	3. Cllr D Hyde	3. Cllr A Mullins
4. Cllr C Mullins	4. Cllr C Lincoln	
5. Cllr C Lincoln	5. Cllr C Mullins	
6. Cllr L Trivett	6. Cllr C York	
	7. Paul Evans (non-member)	

COU/014/26-27 TERMS OF REFERENCE

The Terms of reference and delegation arrangements for Committees were included in members' packs and were reviewed as follows:

i. Estates Committee

RESOLVED to include an additional point under Objectives 'To consider environmental projects' Further to this amendment it was **RESOLVED** to adopt the Terms of Reference for the Estates Committee.

ii. **Finance & General Purposes Committee**

RESOLVED to re-word point 4 under Responsibilities to read 'On a monthly basis the Committee to report to Full Council on the progress of actual expenditure compared to budget.'

Further to this amendment, it was **RESOLVED** to adopt the Terms of Reference for the Finance & General Purposes Committee.

iii. **Planning & Development Committee**

RESOLVED to adopt the Terms of Reference for the Planning & Development Committee unchanged.

iv. **Staffing Committee**

RESOLVED to amend Point 1 under membership to read 'no fewer than 4 Councillors'

Further to this amendment, it was **RESOLVED** to adopt the Terms of Reference for the Staffing Committee.

v. **Environment Committee**

No longer required as Committee has been disbanded.

vi. **Events Committee**

RESOLVED to replace Point 7 under Rights and Powers with 'The Committee has delegated authority to incur expenditure in accordance with the approved Events Budget line.'

RESOLVED to amend Point 7 under Membership and Meetings to replace Clerk with Parish Office staff

Further to these amendments, it was **RESOLVED** to adopt the Terms of Reference for the Events Committee.

vii. **Neighbourhood Plan Advisory Committee**

RESOLVED to amend 2.1 under Membership to read 'minimum of two councillors.'

Further to this amendment it was **RESOLVED** to adopt the Terms of Reference for the Neighbourhood Plan Advisory Committee.

COU/015/26-27 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED for the following members to be appointed as representatives to Outside Bodies as listed below:

Outside Body	Councillors
LRALC	Cllr C Lincoln and Chair of Staffing Committee
Quarry Liaison Committee	Cllr D Hyde
Landfill Liaison Committee	Cllr D Hyde
Sacheverell Trust.	Cllr S Jones
Thomas Herbert Smith Trust Fund	Cllr N Jones
Tree Warden	Cllr L Emmerson, Cllr K Griffiths and Cllr T Hollick
Flood Action Team	DEFERRED

Cllr Hollick and Cllr Batty left the meeting at 8.30pm

COU/016/26-27 CALENDAR OF MEETINGS 2026-2027

A draft calendar of meetings for 2026-2027 was included in members' packs.

RESOLVED to approve the Schedule of Meetings for 2026-2027.

COU/017/26-27 REVIEW OF BANKING ARRANGEMENTS

RESOLVED to **CONFIRM** the bank signatories as Cllr Lincoln, Cllr Clarke, Cllr L Emmerson, Cllr N Jones and Cllr T Hollick

RESOLVED to authorise online banking and to continue payments by BACS/CHAPS.

COU/018/26-27 COUNCIL DIRECT DEBIT INSTRUCTIONS & SUBSCRIPTIONS

Council **NOTED** the Direct Debit / Standing Order instructions that are in place for regular payments.

Council **NOTED** and **CONFIRMED** the annual subscription charges for 2026-2027, which included LRALC and NALC membership.

COU/019/26-27 EMERGENCY KEY HOLDERS

Emergency Key Holders were **CONFIRMED** as Cllr Clarke, Cllr Hollick, Cllr Lincoln and Cllr Mullins.

COU/020/26-27 REVIEW OF CONTRACTS

Council **NOTED** the report detailing the 35 contractors that are currently used.

COU/021/26-27 STANDING ORDERS

Council reviewed Standing Orders and considered a proposal put forward by Cllr Lincoln.

RESOLVED to add two additional clauses under Section 3 – Meetings Generally to read:

‘Any written information, that councillors wish to introduce at a meeting in relation to an agenda item on which a decision needs to be taken, must be sent to the Clerk by 12 noon on the day of the meeting.’ This clause to relate to Full Council meetings only.

‘Anonymous pieces of information are inappropriate for Council to consider and must not be considered. Any information, which by its nature is potentially sensitive, must be sent to the Clerk in its entirety. The Clerk will redact the names before including the information in the meeting pack.’

Cllr Richardson voted against.

Further to these amendments, it was **RESOLVED** to adopt Standing Orders.

Cllr Richardson voted against.

COU/022/26-27 FINANCE & GENERAL PURPOSES COMMITTEE

i. To receive and note the draft minutes of the meeting held on 5th May 2026

The draft minutes of the Finance & General Purposes Committee meeting held on 5th May 2026 were included in members’ packs and were **NOTED**.

To receive recommendations from the Finance & General Purposes Committee from the meeting held on 5th May 2026:

ii. To review, agree and adopt Financial Regulations

RESOLVED to adopt the Financial Regulations unchanged.

iii. To review, agree and adopt the revised Financial Risk Assessment

The Financial Risk Assessment as revised by the Committee was included in members’ packs.

RESOLVED to adopt the revised Financial Risk Assessment.

iv. To review, agree and adopt the Business Continuity Plan without amendment

The Business Continuity Plan as revised by the Committee was included in members’ packs.

RESOLVED to adopt the revised Business Continuity Plan.

v. To review and approve the Asset Register for year-ending 31st March 2026

The Council’s Asset Register to 31st March 2026 was included in members’ packs.

RESOLVED to approve the Asset Register for year-ending 31st March 2026.

- vi. **To review the arrangements for Insurance Cover in respect of all insured risks and confirm that Council have adequate insurance in place**
RESOLVED that there is adequate insurance in place to cover Council's needs.
- vii. **To review, approve and sign the Statement of Internal Control and Annual Review of Effectiveness of Internal Control**
The Statement of Control as revised by the Clerk/RFO was included in member's packs and reviewed.
RESOLVED to approve and sign the revised Statement of Internal Control.
- viii. **To receive and note the Income & Expenditure and EMR Reports for year-ending 31 March 2026**
The Income and Expenditure report and EMR report for the year-ending 31 March 2026 were included in members' packs. These were **NOTED**.
- ix. **To receive, approve and sign the Balance Sheet for the year-ending 31st March 2026**
The Balance Sheet for the year-ending 31st March 2025 was included in members' packs.
RESOLVED to approve and sign the Balance Sheet for the year-ending 31st March 2026.
- x. **To receive and note the verified bank reconciliation for March 2026**
The verified and signed bank reconciliation showing a bank balance of £ 258,297.35 as at 31st March 2026 was included in members' packs. This was **NOTED**.
- xi. **To receive and note the Income & Expenditure Report and EMR Report to 30th April 2026**
The Income and Expenditure report and EMR report to 30th April 2026 were included in members' packs. These were **NOTED**.
- xii. **To approve payments of accounts and to note income**
A payment schedule detailing net payments of **£ 35,084.28** was included in members' packs.
RESOLVED to approve the Payment Schedule and make all the payments that were presented to the meeting.
A Receipt Schedule detailing Income of £181,389.67 was received and **NOTED**.

RECEIPT SCHEDULE		
Amounts received since last meeting		
Name	Description	Amount £
HBBC	Precept - 1st Installment	178,447.50
Groby Juniors	Permit Fee	79.17
AH Chantrell	Annual Rent Charges	96.00
Stallholders	Summer Event Stallholder Fees	120.00
Local Resident	Cemetery Fees	271.00
Kriss Morrison Cooper Funeral Director	Cemetery Fees	392.00
Anstey & District Funeral Director	Cemetery Fees	1809.00
Local Resident	Cemetery Fees	175.00
Total		£ 181,389.67

PAYMENT SCHEDULE				
Payee	Details	Net Amount £	Vat £	Gross £
HBBC	Office & Premises Rates	221.00	-	221.00
HBBC	Cemetery Rates	140.50	-	140.50
Daisy Communications	Telephone & Broadband Charges	91.49	18.30	109.79
Scottish Power	Cemetery electricity	52.38	2.62	55.00
Stallard Kane	H&S Advisors	148.50	29.70	178.20
Various	April 2026 Salaries	8,391.10	-	8,391.10
HMRC	Tax & NI - April 2026	3,018.95	-	3,018.95
Leicestershire County Council	LGPS - Pension April 2026	2,375.38	-	2,375.38
Various	Mileage - April 2026	135.75	-	135.75
Pubpay & Stonehenge	Payroll Services: April 2026	20.70	4.14	24.84
Sharp Business	Qtrly Photocopying Charges: Jan - March 2026	195.10	39.02	234.12
Shed Landscapes	Grounds Maintenance: May 2026	2,199.21	439.84	2,639.05
AllStar Fuel Card	Van Fuel: 08.04.2026 and 27.04.2026	162.74	32.55	195.29
ESPO	Office Stationery / Printer Paper	209.28	41.86	251.14
Euroloos Ltd	Portaloos Hire for Summer Event	525.00	105.00	630.00
Shonas Fabulous Faces	Summer Event: Facepainting	260.00	-	260.00
NALC	Annual Conference	255.00	51.00	306.00
Granart	Kerb / GOR Plaques	476.00	-	476.00
Granart	Kerb Set Plaque	96.00	-	96.00
Albion Detection Systems Ltd	Portable Hearing Loop System	1,574.99	315.00	1,889.99
Sharnford Horticultural Ltd	Equipment Fuel	41.23	8.24	49.47
Wilkin Chapman Rollits	Legal Advice on Allotment Society Governance/Lease	750.00	150.00	900.00
Anstey Engravers	QEII Rose Tag	5.95	-	5.95
NBB Recycled Furniture	Information Board for Sensory Garden (50% HBBC Equipment Grant)	475.00	95.00	570.00
Hilmarco Ltd	Topsoil	7.50	1.50	9.00
George Walker Ltd	Tree Stakes x 10	56.50	11.30	67.80
Beddow Tree Specialists	2025-6 Tree Works: Stamford/Marina/Mineral Line (incl traffic management)	2,925.00	585.00	3,510.00
Ashenden Tree Ltd	2025-6 Tree Works: Churchyard/Marina/Stamford Park/Orchard Close	2,400.00	-	2,400.00
Gardener Supplies	Tree Guards/Ties	79.12	15.83	94.95
Intratest Ltd	Structural Lighting Column Testing	2,080.00	416.00	2,496.00
Fleet Linemarkers Ltd	Pitchmarker Fluid x 3	102.54	20.51	123.05
EH Smith	Postfix Concrete x 10	79.00	15.80	94.80
Coles Nurseries	Laurel Hedging (Stamford) / Replacement Trees	657.30	131.46	788.76
Grobby & Field Head Spotlight	Newsletter - April 2026	190.00	38.00	228.00
Clear Councils	Annual Council Insurance Premium (Year 2 of 3)	3,223.17	-	3,223.17
LRLC	Annual LRLC / NALC Membership Fees	1,395.27	-	1,395.27
Tudor Environmental	Safety Shoes / PPE Gloves	67.63	13.52	81.15
		£ 35,084.28	£ 2,581.18	£ 37,665.46

COU/023/26-27 CORRESPONDENCE

1.	LRALC	2026-2027 LRALC Membership (Invoice is on the Payment Schedule)	Correspondence from LRALC outlining the benefits of LRALC membership was NOTED .
2.	Sacheverell Charity	Annual Accounts	The Annual Accounts of the Sacheverell Charity for the year ending 31 st Dec 2025 were NOTED .
4.	Local Resident	Permission for metal detecting on Council owned land	Further to discussion, concerns were raised that this could cause issue with Council's insurance. RESOLVED to refuse permission for metal detecting on Council owned land.
5.	Leicestershire County Council	Draft Enabling Travel Choice Strategy Consultation	Information about the consultation was included in members' packs. RESOLVED to submit individual responses and not an overall Council response.

COU/024/26-27 GROBY C.I.C.

Information on a woodland planting scheme for the Groby CIC meadow was included in members' packs.

RESOLVED that Council are in favour of the woodland planting scheme proposal for the Groby CIC meadow and for Council's 10 votes to be used accordingly. Cllr Richardson abstained.

COU/025/26-27 COMMITTEE MEETINGS

Approved minutes from the following Committee meetings were included in members' packs and were **NOTED**.

- i. Planning & Development Committee meeting held on 16th March 2026
- ii. Estates Committee meeting held on 5th March 2026
- iii. Events Committee meeting held on 17th March 2026
- iv. Staffing Committee meeting held on 26th February 2026

COU/026/26-27 DATE AND TIME OF NEXT MEETING

The date of the next meeting is scheduled for Monday 15th June 2026 at 7 pm.

The meeting closed at 9.36 pm

Signed:.....

Date:.....

Chair