

**MINUTES OF THE MEETING OF GROBY PARISH COUNCIL
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY
ON 15th JUNE 2026 COMMENCING AT 7.00PM**

Councillors Present: Cllr C Lincoln (Chair) Cllr G Baker Cllr N Clarke Cllr E Emmerson
Cllr K Griffiths Cllr T Hollick Cllr D Hyde Cllr A Mullins
Cllr C Mullins Cllr L Trivett Cllr C York

Also Present: Parish Clerk
Members of the Public - 2

COU/032/26-27 CHAIR'S WELCOME

The Chair welcomed all to the meeting and advised that the meeting was being recorded. The Chair wished a speedy recovery to the member of the public knocked down in a 'hit and run' accident on Oaktree Close.

COU/033/26-27 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Batty, Cllr N Jones, Cllr S Jones and Cllr G Richardson. It was **RESOLVED** to accept these apologies.

COU/034/26-27 DECLARATIONS OF INTEREST

Cllr Hollick declared an interest as a Borough Councillor and Village Hall trustee.
Cllr York declared a non-pecuniary interest in Groby CIC and an interest in the allotments.
Cllr Trivett declared a non-pecuniary interest in Groby CIC.
Cllr Emmerson declared an interest in the allotments
Cllr Griffiths declared an interest in the allotments for which a dispensation to speak but not vote is in place
Cllr Lincoln declared an interest in the allotments for which a dispensation to speak but not vote is in place

COU/035/26-27 MINUTES

- i. **RESOLVED** that the minutes of the Annual Meeting of Groby Parish Council held on 11th May 2026 be approved and signed by the Chair as a true and accurate record.
Cllrs Baker and Trivett abstained.
- ii. **RESOLVED** that the minutes of the Extraordinary Meeting of Council held on 27th May 2026 be approved and signed by the Chair as a true and accurate record.
Cllrs Baker, Clarke and Hyde abstained.

COU/036/26-27 PUBLIC PARTICIPATION

A member of the public spoke in relation to agenda item 14 and the formation of a Flood Action Group (re-named from a Flood Action Team). The remit and definition of the functions of a Flood Action Group were relayed to members which was wide-ranging. Members were also advised that a Flood Action Group could be set up by residents as a free-standing group aside from the Parish Council. The Chair expressed that she felt it important for the Parish Council to be part of such a Group. Further discussion was deferred to Agenda Item 14.

The Chair re-arranged the agenda and brought forward Agenda Item 18

COU/049/26-27 PLANNING APPLICATION 25/00676/OUT – LAND SOUTH OF JACQUELINE ROAD

- i. **To discuss denial of access of Council owned land and to consider Council's response to this**
Further to Hinckley and Bosworth Borough Council granting permission to Planning Application 25/00676/OUT members discussed action that could be taken to deny the developer access over Council owned land. In passing the application HBBC had given assurance that there would be no encroachment of Groby Parish Council owned land however it was felt that this was not the case.

RESOLVED to contact Council's insurers to inform them of the situation and to enquire about putting in place a protection of land order and to contact Highways to challenge their statement regarding the ownership of the agricultural entrance to the land.

ii. To consider instructing Council's insurers and legal representatives

This was dealt with as part of agenda item (i) above.

iii. To consider the purchase of camera equipment that would assist in protecting Council land

Consideration of GDPR and a Council CCTV policy were discussed.

RESOLVED to make enquiries with the Information Commissioner Officer regarding the requirements for a wildlife camera and to obtain costings for the installation of a camera. Further discussion was deferred to a future meeting.

COU/037/26-27 POLICE REPORT

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

COU/038/26-27 COUNTY COUNCILLOR REPORT

There was no County Councillor's report however members were advised that Cllr O'Shea's monthly report could be found in the Groby & Field Head Spotlight.

COU/039/26-27 BOROUGH COUNCILLOR REPORTS

i. Borough Councillor Hollick's report detailed:

- The unveiling of a blue plaque at the Stamford Arms had taken place on 9th June honouring Everards' brewery founder William Everard.

COU/040/26-27 CLERK'S REPORT

A report was received from the Clerk which detailed:

- The grounds team had made repairs to Quarry Park gate and this was now fully operational again;
- An incident of anti-social behaviour on Quarry Park which had resulted in excessive amounts of litter and broken glass within the park. The matter had been reported to the police and Council expressed their thanks to one of the gate keepers, Cllr York and a member of the public who had all helped to clear up the area;
- Members were advised that the resurfacing of Marina Park path from the car park to Stamford Park along with a few small sections of Stamford Park path were scheduled to take place week commencing 22nd June 2026. 50% of the funding for these works was being received through Hinckley & Bosworth's PCIF grant scheme.

COU/041/26-27 CORRESPONDENCE

To receive and note correspondence to the Council

6.	Hinckley & Bosworth Borough Council	Parish Forum Meeting – Thursday 18th June 2026.	The Parish Forum Meeting being held on 18 th June 2026 was NOTED . Cllr Lincoln confirmed that she would be attending.
2.	Leicestershire County Council	Temporary Traffic Restriction Orders (TTRO)	Information on upcoming TTROs on Ratby Road and J72 / R51 footpaths was included in members' packs and NOTED .
3.	Hinckley & Bosworth Borough Council	The People's Emergency Briefing Information Film – Monday 29 th June 2026	Information on the Emergency Briefing being held online on Monday 29 th June 2026 was included in members' packs and NOTED .

Cllr Hyde left the meeting at 8.00pm

The Chair re-arranged the agenda to bring forward Agenda Item 14

COU/045/26-27 FLOOD ACTION TEAM

i. To consider Council representatives on a Flood Action Team

A discussion had taken place under public participation identifying the differences between a Flood Action Team and a Flood Action Group and that it would be more appropriate for a Community led Flood Action Group to be formed with representatives from Council. No further discussion on this agenda item took place.

ii. To receive and discuss correspondence from Leicestershire County Council's Flood Engagement Officer

RESOLVED to respond to LCCs Flood Engagement Officer accepting the invitation for a meeting but making it clear that Groby Parish Council do not accept any liability for the issues and for the Clerk to liaise with LCC, Steve Brown (Flood Warden), Cllr Lincoln, Cllr Hollick and the Clerk.
Cllr Trivett and Cllr York voted against.

COU/042/26-27 2025-2026 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

i. To receive the Annual Internal Auditor's Report 2025-2026

The Annual Internal Auditor's Report 2025-26 had previously been circulated to members and the Report was **NOTED**.

ii. To consider recommendations arising from the Internal Auditor's 2025-2026 Narrative Report

There were three recommendations contained within the Internal Auditor's 2025-26 Narrative Report which were:

- (1) To review the Data Protection Policy annually
- (2) To conduct regular Data Audits
- (3) To ensure all boxes on the Accounting Statements are ticked.

The Clerk advised of an Action Plan for dealing with the Internal Audit recommendations as follows:

Recommendations (1) and (2) would be dealt with over the next couple of months with the aim of bringing them to the September Council meeting for approval.

Not ticking a response in Box 11 of the Accounting Statements had been an oversight and Recommendation (3) had already been addressed to ensure that all highlighted boxes had been completed before submission to the External Auditor.

RESOLVED to accept the recommendations detailed in the Internal Auditor's 2025-26 Narrative Report and to **APPROVE** the Action Plan for addressing the recommendations.

iii. To receive a report on the reasons for responses to the Annual Governance Statement 2025-26

A report on the reasons for responses to the Annual Governance Statement, including detailed supporting evidence, had previously been circulated to members and was **NOTED**.

iv. To consider, complete and sign Section 1 - Annual Governance Statement 2025-2026

The Annual Governance Statement, Section 1 of the Annual Governance & Accountability Return (AGAR) 2025-26 had been circulated to all members 14 days prior to the meeting.

Council considered Assertions 1-10 in turn and completed the Annual Governance Statement with the following answers:

RESOLVED to answer 'YES' to Assertions 1. to 8.

NOTED that Assertion 9 is 'Not applicable' to Groby Parish Council.

RESOLVED to answer 'NO' to Assertion 10 due to the Internal Audit recommendations.

RESOLVED that Section 1 – Annual Governance Statement 2025-26 of the Annual Governance & Accountability Return be **APPROVED** and duly signed by the Chair and Parish Clerk.

- v. **To receive, approve and sign Section 2 - Accounting Statements 2025-2026 and to note this document has been signed by the RFO before it is submitted to Council for approval**

It was **NOTED** that the Accounting Statements, Section 2 of the Annual Governance & Accountability Return 2025-26 had been signed by the Responsible Financial Officer and circulated to all members 14 days prior to the meeting.

RESOLVED that Section 2 – Accounting Statements 2025-26 of the Annual Governance and Accountability Return be **APPROVED** and duly signed by the Chair.

- vi. **To approve the dates for the Period of Public Rights**

Council **NOTED** and **APPROVED** the Announcement of Public Rights with the Period of Public Rights commencing on Monday 22nd June and ending on Friday 31st July 2026.

- vii. **To receive the following supporting documentation to the 2025-2026 AGAR**

Council **RECEIVED** and **NOTED** the following documents in support of the 2025-26 Annual Governance and Accountability Return

- Bank Reconciliation to 31st March 2026
- Reconciliation between Box 7 and 8 in Section 2
- Explanation of Variances
- Breakdown of Reserves held

Cllrs Emmerson and York recused themselves from the meeting

Cllr Clarke took the Chair for this agenda item

COU/043/26-27 ASSET OF COMMUNITY VALUE

Correspondence from Hinckley and Bosworth Borough Council in relation to the Ratby Road and Orchard Close allotment sites currently listed Assets of Community Value was included in members' packs. The correspondence stated that the listing on HBBC's List of Assets of Community Value would expire on 5th July 2026. Information on how to renominate an asset of community value was included in members' packs.

RESOLVED to submit an application to Hinckley & Bosworth Borough Council to re-nominate the Ratby Road and Orchard Close Allotment sites as Assets of Community Value.

Cllr Lincoln and Cllr Griffiths abstained from the vote.

Cllrs Emmerson and York rejoined the meeting

Cllr Lincoln resumed Chairing the meeting

COU/044/26-27 ESTATES COMMITTEE

To consider the appointment of additional members to the Estates Committee

RESOLVED to appoint Cllr Baker to the Estates Committee

COU/046/26-27 FINANCE MATTERS

- i. **To receive and note the Income & Expenditure and EMR Reports to 28th May 2026**

The Income and Expenditure report and EMR report to 28th May 2026 were included in members' packs.

These were **NOTED**.

ii. To approve payments of accounts and to note income

A payment schedule detailing net payments of **£ 20,895.47** was included in members' packs.

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

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	106.49	21.30	127.79
Scottish Power	Cemetery electricity	52.38	2.62	55.00
Stallard Kane	H&S Advisors	148.50	29.70	178.20
Various	May 2026 Salaries	9,082.87	-	9,082.87
HMRC	Tax & NI - May 2026	2,789.54	-	2,789.54
Leicestershire County Council	LGPS - Pension May 2026	2,133.81	-	2,133.81
Various	Mileage - May 2026	143.70	-	143.70
GPC Employee	Heavy duty storage box for litter pick storage	42.99	-	42.99
Pubpay & Stonehenge	Payroll Services: May 2026	24.15	4.83	28.98
Sharp Business	Photocopying Charges: May 2026	60.00	12.00	72.00
Shed Landscapes	Grounds Maintenance: June 2026	2,199.21	439.84	2,639.05
AllStar Fuel Card	Van Fuel: 14.05.26	99.96	19.99	119.95
Ben Burgess Grounds Maintenance	John Deere Grease Gun	32.74	6.55	39.29
Worknest Ltd	HR / Employment Services Contract Year 1 of 5	1,950.00	390.00	2,340.00
Tudor Environmental	Secateur replacement blade	20.82	4.16	24.98
Grobby & Fieldhead Spotlight	Chairman's report May 2026	190.00	38.00	228.00
Parish Online Mapping Software	Annual Subscription 2026-27	270.00	54.00	324.00
LRALC	Basics of Planning Training Course	80.00	-	80.00
Toolstation	Grounds Maintenance Sundries	11.85	2.37	14.22
Hilmarco Ltd	Summer Bedding Plants	203.13	40.62	243.75
Screwfix	Hammer Drill / Breaker (Cemetery Insurance Claim EMR)	183.33	36.67	220.00
Grobby & Fieldhead Spotlight	Newsletter - June 2026	190.00	38.00	228.00
EH Smith	Postfix Concrete x 6	52.00	10.40	62.40
Granart Memorials	Garden of Remembrance plaque, replacement tree spike and screws	132.50	-	132.50
Granart Memorials	Kerb Set Plaque	84.00	-	84.00
Ashenden Tree Ltd	2025-26 Tree Works - Marina Park	250.00	-	250.00
		£ 20,895.47	£ 1,151.05	£ 22,046.52

A Receipt Schedule detailing Income of **£1,252.00** was received and **NOTED**.

RECEIPT SCHEDULE		
Amounts received since last meeting		
Name	Description	Amount £
Groby Juniors	Permit Fee	80.00
Stallholders	Summer Event Stallholder Fees	70.00
Local Resident	Cemetery Fees	152.00
Baytree Funerals Group	Cemetery Fees	798.00
Busby & Sons	Memorial Permit	152.00
Total		£ 1,252.00

COU/047/26-27 EVENTS COMMITTEE

- i. **To receive and note the approved minutes from the meeting held on 16th April 2026**
The approved minutes from the Events Committee Meeting held on 16th April 2026 were included in members' packs and **NOTED**.
- ii. **To receive an update from the Committee on the upcoming Picnic in the Park event being held on Sunday 16th August 2026**
A verbal update on the Picnic in the Park event was received from an Events Committee member which was **NOTED**. A request for volunteers to help at the event was made and members asked to contact the office to discuss.

COU/048/26-27 COMMITTEE MEETINGS

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

- i. Neighbourhood Plan Advisory Committee meeting held on 12th February 2026
- ii. Estates Committee meeting held on 2nd April 2026

COU/050/26-27 DATE AND TIME OF NEXT MEETING

The date of the next meeting is scheduled for Monday 6th July 2026 at 7 pm.

The meeting closed at 9.01 pm

Signed:.....

Date:.....

Chair