



**PARISH OF GROBY
NOTICE OF PARISH COUNCIL MEETING**

I hereby give notice that the **MEETING** of the **PARISH COUNCIL** of the above-named
Parish will be held at the **Parish Council Office, Leicester Road, Groby**
on

Monday 5th October 2026 at 7.00pm

All members of the Council are hereby summoned to attend for the purpose of considering and
resolving the business to be transacted at the meeting as set out hereunder.

Parishioners and Press are most welcome to attend

Sue Hackett

Sue Hackett
Clerk to the Council

30th September 2026

AGENDA

1. CHAIR'S WELCOME

2. APOLOGIES

To receive apologies for absence and to record absences

3. DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS

To receive any disclosure of interests from members to any matter pertaining to the agenda and to consider dispensations

4. MINUTES

- i. To approve and sign the minutes of the Meeting of Groby Parish Council held on 7th September 2026
- ii. To approve and sign the minutes of the Extraordinary Meeting of Council held on 17th September 2026

5. PUBLIC PARTICIPATION

To allow members of the public to make representations in respect of the items listed on this agenda

6. POLICE REPORT

To receive any reports from the Police

7. COUNTY COUNCILLOR REPORT

To receive a report from Leicestershire County Council and to answer any questions from members

8. BOROUGH COUNCILLOR REPORTS

To receive reports from Hinckley & Bosworth Borough Council and answer any questions from members

9. CLERK'S REPORT - To receive a report from the Clerk on matters not mentioned elsewhere on the agenda

To request for Councillors to volunteer to help at the Christmas Light Switch On Event taking place on Sunday 29th November 2026

10. COUNCILLOR'S REPORT

To receive a report from Cllr Lincoln following her attendance at the HBBC Parish Forum

11. CORRESPONDENCE

To receive, note and consider correspondence to the Council

18.	Grobby Juniors Football Club	Request for Council's support for the installation of a defibrillator on Stamford / Marina Park	Council to DISCUSS
19.	Grobby United Reformed Church	Invitation to a People's Emergency Briefing Screening in Groby	Council to NOTE
20.	Hinckley & Bosworth Borough Council	Confirmation of HBBC's decision to list the Ratby Road and Orchard Close Allotment Sites as Assets of Community Value	Council to NOTE
21.	Leicestershire Police	Neighbourhood Crime Grant Funding	Council to DISCUSS

12. NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

- i. To receive and note the approved minutes from the Committee meeting held on 20th July 2026
- ii. To receive the final draft of the Groby Parish Neighbourhood Plan and consider its approval for submission to Hinckley & Bosworth Borough Council

13. EXTERNAL AUDITOR

To receive and note the Interim External Auditors' Report for 2025-26

14. STAFFING COMMITTEE

To receive and approve a Bullying and Harassment Risk Assessment and Action Plan

15. GROBY JUNIORS FOOTBALL CLUB CHANGING ROOM FACILITY PROPOSAL

To note that Groby Juniors Football Club are planning to hold a 'Drop-in' Public Consultation Event in relation to the Changing Room Facility Proposal on Saturday 31st October 2026 between 1 – 4pm and to discuss next steps

16. FINANCE & GENERAL PURPOSES COMMITTEE

- i. To receive and note the draft minutes from the Committee meeting held on 28th September 2026

To receive the recommendations from the Committee from the meeting held on 28th September:

- ii. To receive and note the Income & Expenditure Report and EMR Report to 25th September 2026
- iii. To receive and note the verified and signed bank reconciliations for July and August 2026
- iv. To approve payments of accounts and to note income

17. COMMITTEE MEETINGS - To receive and note:

- i. The approved minutes from the Estates Committee meeting held on 6th August 2026
- ii. The approved minutes from the Planning & Development Committee meeting held on 10th August 2026
- iii. The approved minutes from the Events Committee held on 4th August 2026
- iv. The approved minutes from the Staffing Committee held on 20th July 2026

18. DATE AND TIME OF NEXT MEETING

To confirm that next Full Council meeting is scheduled to take place on Monday 2nd November at 7pm

19. CLOSED SESSION

To resolve 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 staffing matters

20. STAFFING MATTERS

For consideration of any staffing matters and training requirements

**MINUTES OF THE MEETING OF GROBY PARISH COUNCIL
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY
ON 7th SEPTEMBER 2026 COMMENCING AT 7.00PM**

Councillors Present: Cllr C Lincoln (Chair) Cllr N Clarke Cllr E Emmerson Cllr K Griffiths
Cllr N Jones Cllr G Richardson Cllr L Trivett Cllr C York

Also Present: Parish Clerk
Borough Cllr Cartwright
Members of the Public - 0

COU/096/26-27 CHAIR'S WELCOME

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

COU/097/26-27 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Batty, Hollick, Hyde, S Jones, A Mullins and C Mullins.
Cllr Richardson had advised he would be arriving late to the meeting. **RESOLVED** to accept these apologies.
Apologies had also been received from Borough Cllrs Harris and Lambert and County Cllr O'Shea.

COU/098/26-27 DECLARATIONS OF INTEREST

There were none.

COU/099/26-27 MINUTES

I was **AGREED** to amend Minute Reference COU/090/26-27 to correct and replace 'Estates Committee' with 'Staffing Committee'

Further to this amendment, it was **RESOLVED** that the minutes of the Meeting of Groby Parish Council held on 3rd August 2026 be approved and signed by the Chair as a true and accurate record.

COU/100/26-27 PUBLIC PARTICIPATION

There were no members of the public present.

COU/101/26-27 POLICE REPORT

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

Incidents of anti-social behaviour in relation to e-bikes and e-scooters were discussed. Members were advised to inform residents that incidents needed to be reported to the police. This was **NOTED**.

COU/102/26-27 COUNTY COUNCILLOR REPORT

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

- Outline Planning Application 25/01213/OUT – Land off Sacheverell Way, Groby is out for re-consultation;
- The Planning Application for 470 houses on The Burroughs in Ratby has been passed by HBBC;
- A message from the Flood Team;
- WhatsApp scam warnings.

COU/103/26-27 BOROUGH COUNCILLOR REPORTS

Borough Councillor Cartwright's report detailed:

- Details of the Parish Forum agenda being held on Tuesday 15th September 2026 which includes the Relaunch of the sustainable community's toolkit; Rural Housing; Biodiversity Duty Report and Recent planning reforms introduced by the Government;

- Report in relation to Bradgate Stables will be published shortly. Report is a starting point as to what could be happening. The urgent works have been carried out in the main. Report identifies 4 different options for it to become: (i) a curated ruin; (ii) an events space; (iii) a visitors' centre; or (iv) a business centre. Report is expected to be published by the end of September and will be available on HBBC's website;
- Local Government Reorganisation is now on pause. Major change is that the Borough/District Council elections will now take place in May 2027.

There were no further Borough Councillor reports.

COU/104/26-27 CLERK'S REPORT

A report was received from the Clerk which detailed:

i. Local Government Pay Settlement

Members were advised that the National Joint Council for Local Government Services had reached an agreement on rates of pay applicable from 1 April 2026 – 31 March 2027 which had been uplifted by 3.3% on all scale points. This would be applied to September salaries with backpay to 1st April 2026. This was **NOTED**.

ii. Report of anti-social behaviour on Pymm Ley Lane

This item had been covered under the Police report earlier in the meeting.

Cllr Richardson joins the meeting at 7.28pm.

COU/105/26-27 CORRESPONDENCE

To receive and note correspondence to the Council

15.	Various Members of the Public	Feedback following the Picnic in the Park event on Saturday 16 th August	Exerts from Council's e-mails and social media pages were included in members' packs. The majority of the feedback from the Picnic in the Park event was extremely positive with residents requesting that it becomes an annual event. Some constructive feedback and criticisms were also received, particularly in relation to inconsiderate parking. The feedback was NOTED and would be taken into account for future events. The Chair added a note of congratulations to all those involved and thanked the office staff for their hard work and organisation.
16.	Local Resident	Complaint about Groby Post Office	A complaint from a local resident was included in members' packs. Members AGREED that this was a matter between the resident and a private business and Council had no remit to get involved. The Clerk to acknowledge the letter accordingly.
17.	Hinckley & Bosworth Borough Council	Parish Forum – Tuesday 15 th September at 6.30 – 9pm	Information on HBBC's Parish Forum was included in members' packs. Cllr Lincoln confirmed that she would be attending. This was NOTED .

COU/106/26-27 STAFFING COMMITTEE

To consider the appointment of Cllr A Mullins to the Staffing Committee.

RESOLVED to appoint Cllr A Mullins to the Staffing Committee

COU/107/26-27 HBBC REGULATION 19 LOCAL PLAN CONSULTATION

A Council response to the HBBC Regulation 19 Local Plan Consultation was considered.

The Chair of the Neighbourhood Plan Advisory Committee had prepared a summary report for Council to highlight the main areas of concern. These included the incursion of the Rothley Brook Green Wedge and the lack of an audit trail from Regulation 18. Whether comments made during the Reg 18 consultation had been taken into account and whether any changes had been made to the Local Plan to reflect this.

It was **AGREED** to defer further discussion, and for an Extraordinary Meeting of Council to be called for Thursday 17th September to consider the Regulation 19 Local Plan Consultation in more detail in order to submit a collective Council response before the deadline of Monday 21st September.

COU/108/26-27 HINCKLEY AND BOSWORTH BOROUGH COUNCIL COMMUNITY ASSETS

Hinckley and Bosworth Borough Council's community assets within Groby Parish were identified as the Community Centre on Forest Rise and Groby Pool car park. Should the unitary authority go ahead there may be a need to protect these community assets.

AGREED to contact HBBC to see if costs to run and maintain the Community Centre could be provided to Council and further discussion was **DEFERRED**.

COU/109/26-27 FINANCIAL MATTERS

i. To receive and note the Income & Expenditure and EMR Reports to 27th August 2026

The Income & Expenditure report and EMR report to 24th July were included in members' packs and **NOTED**.

ii. To approve payments of accounts and to note income

A Receipt Schedule detailing Income of **£8,406.95** was received and **NOTED**.

RECEIPT SCHEDULE

Amounts received since last meeting

Name	Description	Amount £
Groby Juniors	Permit Fee	80.00
Various Stallholders	Summer Event Stallholder Fees	215.00
Local Resident	QEII Rose Garden Fees	199.00
Local Resident	QEII Rose Plaque	85.00
HMRC	VAT Reclaim: Q1 Apr - June 2026	6849.95
Lee Cooper Funeral Director	Cemetery Fees	180.00
Glenfield Co-operative Funeral Services	Cemetery Fees	798.00
Total		£ 8,406.95

A payment schedule detailing net payments of **£24,540.15** was included in members' packs.

RESOLVED to approve the Payment Schedule and make all 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	156.49	31.30	187.79
Scottish Power	Cemetery electricity	52.38	2.62	55.00
Stallard Kane	H&S Advisors	148.50	29.70	178.20
Various	August 2026 Salaries	10,061.91	-	10,061.91
HMRC	Tax & NI - August 2026	3,336.16	-	3,336.16
Leicestershire County Council	LGPS - Pension August 2026	2,371.45	-	2,371.45
Various	Mileage - August 2026	180.68	-	180.68
GPC Employee	Summer Event: Stationery	4.99	-	4.99
GPC Employee	GPC Expenses: Metal bar to re-tension zip wire	30.00	-	30.00
ESPO	Office Counter Top Fridge	84.00	16.80	100.80
Stonehenge Payrolls Ltd	Payroll Services - August 2026	24.15	4.83	28.98
Shed Landscapes	Grounds Maintenance: September 2026	2,199.21	439.84	2,639.05
AllStar Fuel Card	Van Fuel: 17.08.2026	98.38	19.67	118.05
AllStar Fuel Card	Equipment Fuel: 11.08.2026	55.58	11.11	66.69
Funfair Hires	Summer Event: Trampolines	600.00	-	600.00
Bouncy Days	Summer Event: Inflatables	849.00	-	849.00
First4Fun	Summer Event: Mr Twister	380.00	-	380.00
St Johns Ambulance	Summer Event: First Aid Cover	123.00	24.60	147.60
Mow Shop	Stihl Petrol Brushcutter (Cemetery Insurance Claim)	400.00	80.00	480.00
Burden Arb	Chainsaw Staff PPE Kit x 2	392.62	37.38	430.00
UK Safety Management	Cemetery PAT Testing	83.80	16.76	100.56
Anstey Engravers	QEII Rose Garden Tags	17.85	-	17.85
Screwfix	PPE Safety Boots & Grounds Maintenance screwdriver bits	111.65	2.33	113.98
Toolstation	Grounds maintenance flexible hosepipe	46.66	9.33	55.99
B&Q	Events Gazebo	74.99	15.00	89.99
Toolstation	Generator masterplug socket	4.75	0.95	5.70
Granart Memorials	QEII Rose Garden Plaque	66.00	-	66.00
Granart Memorials	QEII Rose Garden Plaques	132.00	-	132.00
Granart Memorials	Reserved Markers x 10	460.00	-	460.00
EH Smith Builders Ltd	Postfix concrete x 8	63.20	12.64	75.84
EH Smith Builders Ltd	Tarmac Patch Packs	32.70	6.54	39.24
Chilled Air Services Ltd	Council Office Air Conditioner Units Service	90.00	18.00	108.00
Rialtas Business Solutions Ltd	Accounting Software Support and Maintenance Agreement	613.00	122.60	735.60
ESPO	Grounds Maintenance Sundries / Office Stationery	143.55	28.71	172.26
Park Hill Training Ltd	Lantra Chain Saw Small Trees Training & Assessment	690.00	138.00	828.00
		£ 24,540.15	£ 1,068.71	£ 25,608.86

COU/110/26-27 COMMITTEE MEETING MINUTES

- i. The draft minutes from the Estates Committee meeting held on 9th July 2026 were **NOTED**.
- ii. The approved minutes from the Planning & Development Committee meeting held on 23rd June 2026 were **NOTED**.

COU/111/26-27 DATE AND TIME OF NEXT MEETING

The date of the next meeting is scheduled for Monday 5th October 2026 at 7 pm.

COU/112/26-27 CLOSED SESSION

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 staffing matters

COU/113/26-27 STAFFING MATTERS

An update on staffing matters was provided to members along with a report on training requirements for staff members.

RESOLVED to approve the Playground Inspection training for one staff member at a cost of £99 and Emergency First Aid of Work training for two staff members at a total cost of £400.

The meeting closed at 8.25 pm

Signed:.....

Date:.....

Chair

**MINUTES OF THE EXTRAORDINARY MEETING OF GROBY PARISH COUNCIL
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY
ON 17th SEPTEMBER 2026 COMMENCING AT 6.30PM**

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

Also Present: Parish Clerk
Members of the Public - 1

COU/114/26-27 CHAIR'S WELCOME

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

COU/115/26-27 APOLOGIES

Apologies were received from Cllrs Clarke, Hyde, Hollick and N Jones. **RESOLVED** to accept these apologies. Apologies were also received from County Cllr O'Shea.

COU/116/26-27 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Cllr Batty declared an interest as a historical employee of Bloor Homes.

COU/117/26-27 HBBC REGULATION 19 LOCAL PLAN CONSULTATION

A report detailing a Summary of Regulation 19 concerns was received from the Chair of the Neighbourhood Plan Advisory Committee which was discussed. The main areas of concern were: the treatment of Regulation 18 representations; the settlement hierarchy; the Rothley Brook Green Wedge; allocation GRO003 and GRO001; the Open Space Assessment; and the treatment of Field Head and the Brantings.

RESOLVED to submit a Council response to the HBBC Regulation 19 Local Plan Consultation using the report from the Chair of the NP Advisory Committee as the basis, to include a challenge under the Rothley Brook Green Wedge in relation to allocation GRO001 and the statement made by HBBC, requesting their evidence to support the statement, and to submit Appendix A: Schedule of Errors and Ambiguities in the Rothley Brook Green Wedge Review 2025; and Appendix B: Schedule of Errors and Unresolved Regulation 18 Comments – Open Space Assessment 2025 as part of the representation.

COU/118/26-27 PLANNING APPLICATION 25/01213/OUT – LAND SOUTH OF SACHEVERELL WAY

Members were advised that the outline Planning Application 25/01213/OUT was out for re-consultation. The Planning & Development Committee had considered the application at their meeting held on 8th September 2026 but deferred submission of a response to Full Council. The Committee's representation was included in members' packs along with responses from statutory consultees.

RESOLVED to submit a representation from Groby Parish Council objecting to Planning Application 25/01213/OUT due to concerns in relation to Highways; public safety; Rothley Brook Green Wedge; air and noise pollution; Flooding; and Infrastructure.

COU/119/26-27 DATE AND TIME OF NEXT MEETING

The next meeting of Full Council to be held on Monday 5th October 2026 at 7pm.

The meeting closed at 7.52 p.m.

Signed:.....

Chair

Date:.....

Chair's Initials _____



**MINUTES OF THE GROBY PARISH COUNCIL
NEIGHBOURHOOD PLAN ADVISORY COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 20th JULY 2026 at 7.00 pm**

Parish Councillors Present:

Cllr C Lincoln Cllr T Hollick

Other Committee Members Present:

Mark Griffin Peter Griggs John Caswell Katy Groom

Officers Present:

Parish Clerk

NP/009/26-27 APOLOGIES

Apologies for absence were received from Nigel Studd, Cllr A Mullins and Colin Wilkinson (Plan-It X)

NP/010/26-27 DECLARATIONS OF INTEREST

Cllr T Hollick declared an interest as a Borough Councillor for Hinckley & Bosworth Borough Council.

NP/011/26-27 MINUTES

RESOLVED that the minutes of the Neighbourhood Plan Advisory Committee Meeting held on 14th May 2026 be approved and signed as a true record.

NP/012/26-27 PRE-SUBMISSION CONSULTATION RESPONSE TO GROBY PARISH NEIGHBOURHOOD PLAN

i. To carry out a review of the Consideration of Representations document and to consider modifications to the Neighbourhood Plan

A Consideration of Representations document, prepared by Colin Wilkinson (Plan-It X), had previously been circulated to all members of the Committee and was discussed and modifications agreed.

(a) Housing Sites Allocation

The allocation of housing sites was revisited. Colin Wilkinson had advised that, in his opinion, the Plan would not succeed if no housing sites were allocated.

AGREED to recommend that the Neighbourhood Plan supports the emerging Local Plan and to allocate the Sacheverell Way site and Jacqueline Road site.

(b) Local Green Space Designation

The following Local Green Spaces were re-considered: Land at Ratby Lane and Launde Road; Bluebell Drive Amenity Green Space; Foxglove Drive Amenity Green Space; Land at Leicester Road and Bluebell Drive.

AGREED that all of these sites remain designated as Local Green Spaces within the Plan.

(c) Appendix 5: Known non-designated archaeological sites

The Committee disagreed with the representation which stated that the list of sites should be condensed to just monuments physically evident in the landscape.

AGREED to ask Colin Wilkinson to write a short introduction to the list of sites and for the full list of Known non-designated archaeological sites to remain in the Plan.

(d) Ridge and Furrow

The Committee **AGREED** with the representation which stated it would be useful to reassess the survival of these earthworks however they did not feel that the Plan would fail if a reassessment was not carried out.

AGREED not to carry out a review at this stage, that no modification should be made to the Plan in respect of Ridge and Furrow but that a note regarding Dowry Furlong should be made in the introduction to Appendix 6.

(e) Leicestershire Police

The Committee was appreciative of the design advice given by Leicestershire Police.

AGREED to ask Colin Wilkinson to try and incorporate Leicestershire Police's representation within the Plan.

(f) Leicestershire County Council Representation

AGREED to ask Colin Wilkinson to incorporate LCC's Climate Change statement within the Plan.

(g) Green Wedge

HBBC made representation stating that the Green Wedge policy is already covered by the Local Plan policy and therefore a policy within the Neighbourhood Plan is not required. The Committee felt however, that the Green Wedge Policy held extreme importance within the Groby Parish community.

AGREED to retain a Green Wedge Policy within the Neighbourhood Plan but to ask Colin Wilkinson to redraft Policy G4 in order to try and add additional weight to the Local Plan.

(h) Klondyke Policy

The Parish Council were due to consider a resolution on the future vision of the Klondyke and its inclusion in the Neighbourhood Plan at their meeting being held on 3rd August. The decision made by Council would be fed back to the Committee to action.

ii. To discuss next steps in the Neighbourhood Plan process

The decisions made at the meeting would be fed back to Colin Wilkinson in order for him to make modifications to the Plan. Once these modifications had been completed, a revised draft would be brought back to the next meeting of the Advisory Committee with a view to submitting the Draft Submission Neighbourhood Plan to Council for approval.

NP/013/26-27 NEXT MEETING

The date and time of the next meeting to be advised.

The meeting closed at 8.35 p.m.

Signed:
Chair

Date:

Section 3 - External Auditor Report and Certificate 2025/26 - INTERIM

In respect of Groby Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2025/26

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

External Auditor Name



External Auditor Signature

Mame

Date

24/09/2026

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**MINUTES OF THE GROBY PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 28th SEPTEMBER 2026 at 3 pm**

Present: Cllr C Lincoln (Chair), Cllr N Clarke, Cllr L Emmerson, Cllr C Mullins, Cllr C York

Also present: Parish Clerk

FGP/018/26-27 APOLOGIES

Apologies were received from Cllr T Hollick.
RESOLVED to accept these apologies.

FGP/019/26-27 DECLARATIONS OF INTEREST

Cllr Clarke declared an interest as Vice Chair of the Village Hall Committee

FGP/020/26-27 MINUTES

RESOLVED that the minutes of the Finance & General Purposes Committee Meeting held on 27th July 2026 be approved and signed as a true record.

FGP/021/26-27 CLERK'S REPORT

- i. Members were advised that the air conditioning unit in the Council Office had been deemed unfit for use and the service engineer had advised that due to the age of the unit it would not be possible to repair. A quotation for a replacement unit was received. Members were also advised that there was currently an issue with the Village Hall heating which could impact the Council Office central heating. It was **AGREED** for Cllr Lincoln and the Clerk to arrange a meeting with the Chair and Treasurer of the Village Hall Committee to discuss the utilities arrangements.
- ii. The External Auditor's Interim Report 2025-26 had been received and was shared with members. The Interim Report needed to be published on Council's website and on the noticeboard outside the Council Office by 30th September 2026. This was **NOTED**.
- iii. The Clerk advised that she had attended a free webinar on the digitisation of the AGAR which was due to be rolled out (initially on a voluntary basis) for the 2026-27 year-end. This was **NOTED**.

FGP/022/26-27 FINANCIAL REPORTS

- i. **To review the Income & Expenditure Report and EMR Report to 25th September 2026**
The Income & Expenditure Report and EMR Report to 25th September 2026 were included in members' packs. The reports were verified and **NOTED**.
- ii. **To review the bank statements and verify the Bank Reconciliations for July and August 2026**
The bank reconciliations and bank statements to 31st July and 31st August 2026 were included in members' packs. The bank reconciliations for July and August 2026 were **VERIFIED** and signed.

FGP/023/26-27 PAYMENT OF ACCOUNTS AND INCOME

The Payment Schedule was included in members’ packs.

It was **AGREED to RECOMMEND to FULL COUNCIL** that the payment of accounts presented to the meeting be approved. Income was **NOTED**.

FGP/024/26-27 NEXT MEETING

The date and time of the next meeting to be held on Monday 26th October 2026 at 3pm.

The meeting closed at 4.00 p.m.

Signed:
Chair

Date:.....

**Bank Reconciliation Statement as at 31/07/2026
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/07/2026	353	327,066.48
			<u>327,066.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			327,066.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			327,066.48
		Balance per Cash Book is :-	327,066.48
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/08/2026
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/08/2026	357	309,130.95
			<u>309,130.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			309,130.95
<u>Unpresented Receipts (Plus)</u>			
			<u>0.00</u>
			309,130.95
		Balance per Cash Book is :-	309,130.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Grobby Parish Council
5th October 2026

PAYMENT SCHEDULE

Payee	Details	Invoice No:	Net Amount £	Vat £	Gross £
HBBC	Office & Premises Rates	101183004	221.00	-	221.00
HBBC	Cemetery Rates	101184715	140.50	-	140.50
HBBC	Qtrly: Dog Bin Contract Q2: 1st Jul - 30th Sept 2026	4004031114	1,488.50	297.70	1,786.20
HBBC	Qtrly: Refuse & Recycling Q2: 1st Jul - 30th Sept 2026	DD	353.60	-	353.60
Grobby Village Hall	Quarterly Rent Q1: 1st Jul - 30th Sept 2026	SO	605.54	-	605.54
Siemens	Quarterly Photocopier Lease Rental: Jun - Aug 2026	001/24/1633011	176.62	35.32	211.94
Daisy Communications	Telephone & Broadband Charges	-	156.49	31.30	187.79
Scottish Power	Cemetery electricity	-	52.38	2.62	55.00
Stallard Kane	H&S Advisors	-	148.50	29.70	178.20
Various	September 2026 Salaries	-	11,351.78	-	11,351.78
HMRC	Tax & NI - September 2026	-	3,327.44	-	3,327.44
Leicestershire County Council	LGPS - Pension September 2026	-	1,954.79	-	1,954.79
Various	Mileage - September 2026	JB £78.98 / BM £48.80 / MC £18	145.58	-	145.58
GPC Employee	Postage Stamps	SH	21.68	-	21.68
Shed Landscapes	Grounds Maintenance: October 2026	Not yet received	2,199.21	439.84	2,639.05
AllStar Fuel Card	Van Fuel: 14.09.2026	AS60209118	83.33	16.67	100.00
AllStar Fuel Card	Equipment Fuel: 14.09.2026	AS60209118	41.01	8.20	49.21
The Metal Store	Galvanised Tubing for Replacement Barrier on Mineral Line	26/024	104.14	20.83	124.97
Shona's Fabulous Faces	Christmas Event: Face Painter	882	195.00	-	195.00
Playdale Playgrounds Ltd	RoSPA Required Parts for Quarry Park Play Equipment Repairs	66881	269.00	53.80	322.80
Proludic	Zip Wire repairs	26/020	293.22	58.64	351.86
Motor Company	Council Van Service & MOT	MW127305	391.46	78.29	469.75
NEP Midlands Ltd	Staff Uniform	140670	118.46	23.69	142.15
Toolstation Ltd	Staff Uniform / PPE	YWW502570425	144.91	14.59	159.50
Festive Lighting Company	Year 2 of 3: 40% of Hire Charges for Festive Lighting 2026	INV-2026-03-000092	1,987.96	397.59	2,385.55
ESPO	Office Stationery / Cemetery Cleaning Products	26.028	115.25	23.05	138.30
EH Smith Ltd	Postfix Concrete x 8	0002/01638229	63.20	12.64	75.84
Fleet (Line Markers) Ltd	Line Marker Replacement Battery	S1270224	66.71	13.34	80.05
Lightbulbs Direct	Cemetery Replacement LED Tube Lighting	553568	42.63	8.53	51.16
Little Beam Foundation	Donation from Summer Event Stallholder/Food Vendor Fees	768600936/1	705.00	-	705.00
Books2 Door	Christmas Event: Santa presents	PRI-4188	229.33	-	229.33
LRALC	Planning Training Course	19/5614	40.00	-	40.00
Hillmarco Ltd	Compost Bags	27	48.33	9.67	58.00
Granart Ltd	Garden of Remembrance Plaque	3893	66.00	-	66.00
Granart Ltd	Kerb Plaque and QEII Rose Plaque	3894	164.00	-	164.00
			£ 27,512.55	£ 1,576.01	£ 29,088.56

5th October 2026

RECEIPT SCHEDULE

Amounts received since last meeting

Name	Description	Amount £
Hinckley & Bosworth Borough Council	2026-27 Precept - 2nd Installment	178447.50
Grobby Juniors	Permit Fee	80.00
Various Stallholders	Christmas Event Stallholder Fees	145.00
Anstey & District Funeral Services	Cemetery Fees	2053.00
Local Resident	Cemetery Fees	357.00
Central Co-operative Funeral Services	Cemetery Fees	471.00
Total		£ 181,553.50



**MINUTES OF THE GROBY PARISH COUNCIL
ESTATES COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 6th AUGUST 2026 at 2 pm**

Present: Cllr C Mullins, Cllr L Trivett, Cllr C Lincoln, Cllr A Mullins, Cllr L Emmerson, Cllr K Griffiths, Cllr C York

Also present: Parish Clerk
Administrative Assistant
Members of the Public - 0

EC/023/26-27 APOLOGIES

Apologies were received from Cllr N Clarke. It was **RESOLVED** to accept these apologies.

EC/024/26-27 DECLARATIONS OF INTEREST

There were none.

EC/025/26-27 MINUTES

Due to an incorrect date listed on the agenda, members **DEFERRED** the approval of the minutes to the next meeting. They **AGREED** in principle that other than the date, the minutes of the 9th July were accurate and for the draft minutes to be published on the website.

EC/026/26-27 PUBLIC PARTICIPATION

There was none.

EC/027/26-27 CLERK'S REPORT

- i. It was **NOTED** that ten reservation plaques had been purchased for the Cemetery for £460.
- ii. Members **NOTED** that the current Grounds team do not have Management of Memorials training and that the next training opportunity in the local area is in Melton Mowbray in March 2027.
- iii. Members were informed that St Philip & St James' Church had received a request to carry out a survey to record mammals. Members **AGREED** that the researchers should be requested to share their risk assessment and the proposed locations for any cameras being used in the research. Members also requested that the research findings be shared with the Committee.

EC/028/26-27 PARISH COUNCIL ESTATE

An update on the work being carried out by the Grounds Maintenance team was provided. This included working to maintain the Cemetery and the rose garden and catching up with the backlog of tasks such as installing bins and noticeboards. The Grounds & Maintenance Manager had recently met with the Grounds contractor to discuss the contract. Members **NOTED** that the new Grounds Operative was due to start next week.

EC/029/26-27 CORRESPONDENCE

1.	Groby Juniors Football Club	Request for defibrillator	Members AGREED that, due to a lack of electricity at the requested location and concerns around the time and commitment required for the maintenance of a defibrillator, to respond to Groby Juniors Football Club and suggest they research purchasing a portable defibrillator or that they contact
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			local businesses e.g. Devlin's on Laundon Way who would be better placed to install and ensure the upkeep of a defibrillator.
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EC/030/26-27 PARKS AND OPEN SPACES

- i. **To consider submitting an application to the Woodland Trust Free Trees Scheme**
RESOLVED to apply for a combination of the Hedge Pack and Wildlife Pack for the full amount available from the Woodland Trust Free Trees Scheme for delivery in November 2026.
- ii. **To receive a quotation for repair works for the zip wire on Marina Park**
A quotation was received from Proludic for a new chain cover, seat and fixing kits for the zip wire.
RESOLVED to purchase all quoted parts for £293.22 including delivery charge.
- iii. **To receive a report of antisocial behaviour on Quarry Park**
A report of antisocial behaviour on Quarry Park affecting Groby Scout HQ was included in members' packs. Members **NOTED** that Cllr Lincoln, Cllr Mullins and the Parish Clerk had met with Scout leaders to discuss the antisocial behaviour and to consider how to prevent similar incidents in the future. Members **AGREED** that the Woodland Trust Free Trees Scheme, if awarded, could be used to create a dense hedge to discourage unwanted access and provide greater protection for the Scout hut in addition to creating a valuable habitat. Further initiatives included the installation of post and rail fencing which would need to be costed and taken to Full Council.

EC/031/26-27 HINCKLEY & BOSWORTH BOROUGH COUNCIL COMMUNITY EQUIPMENT GRANT SCHEME

This item was **DEFERRED** to the next meeting.

EC/032/26-27 ANNUAL TREE SURVEY

Members received a quotation from Leicestershire County Council's arboriculturist for a 3-year agreement to carry out the annual tree inspections on Parish Council land.

RESOLVED to accept the quotation from LCC to carry out the annual tree inspections over a 3-year period at a cost of £2195.00 per annum. This would include one full inspection in 2026 followed by two interim inspections in 2027 and 2028.

EC/033/26-27 CAMPAIGN TO PROTECT RURAL ENGLAND (CPRE)

Members received information on the benefits to a Parish Council of joining CPRE.

RESOLVED to subscribe to CPRE membership at an annual cost of £60.

EC/034/26-27 NEXT MEETING

The next Estates Committee meeting is scheduled to take place on Thursday 3rd September at 2pm.

The meeting closed at 3:20 pm

Signed:
Chair

Date:.....

Chair's Initials



**MINUTES OF THE GROBY PARISH COUNCIL
PLANNING & DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 10th AUGUST 2026 at 7.00 pm**

Present: Cllr C Mullins (Chair), Cllr G Richardson, Cllr L Trivett, Cllr C York

Also present: Parish Clerk
Members of the Public - 0

PD/009/26-27 APOLOGIES

Apologies were received from Cllr D Hyde and Cllr N Jones.
RESOLVED to accept these apologies.

PD/010/26-27 DECLARATIONS OF INTEREST

There were none.

PD/011/26-27 MINUTES

RESOLVED that the minutes of the Planning & Development Committee Meeting held on 23rd June 2026 be approved and signed as a true record.

PD/012/26-27 PUBLIC PARTICIPATION

There were no members of the public present.

PD/013/26-27 PLANNING APPLICATIONS

i. The following Planning Applications were considered:

Application Number: 26/00657/HOU

Proposal: Single storey rear extension

Location: 67 Markfield Road, Groby, Leicester, LE6 0FL

Committee Comments: **RESOLVED** that although the Committee had no objections to the application there were concerns regarding maintenance access to the extension due to it being built up to the property boundary and the neighbours fenceline

Application Number: 26/00646/HOU

Proposal: Two storey front extension

Location: 6 Stamford Drive, Groby, Leicester, LE6 0YD

Committee Comments: **RESOLVED** that the Committee had no objections to the application.

Application Number: 26/00650/HOU

Proposal: Replacement boundary wall fence

Location: 5 Garendon Way, Groby, Leicester, LE6 0YR

Committee Comments: **RESOLVED** that the Committee had no objections to the application.

Application Number: 26/00661/TPO

Proposal: T1 Ash tree works: Reduce height by 6m. Upper growth showing minor Ash die back.

Location: 4 Spinney Close, Groby, Leicester, LE6 0BY

Committee Comments: **RESOLVED** that the Committee had no objections to the application.

Application Number: 26/00648/TPO

Proposal: RT206 Common Ash tree works. Remove to ground level including stump removal.

Location: Street Record Footpath, R118, Groby, Leicester

Committee Comments: **RESOLVED** that the Committee had no objections to the application.

- ii. **To discuss and consider any Planning Applications received since publication of the agenda**
There were no further applications.

PD/014/26-27 NEXT MEETING

The date and time of the next meeting to be advised.

The meeting closed at 7.25 p.m.

Signed:
Chair

Date:



**MINUTES OF THE GROBY PARISH COUNCIL
EVENTS COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 4th August 2026 at 6:30pm**

Present: Cllr N Clarke, Cllr C Lincoln, Cllr L Emmerson, Cllr C York, Cllr C Mullins, Mr P Evans

Also present: Administrative Assistant
Parish Clerk
Members of the Public - 0

In the absence of Cllr Hyde (Chair), Cllr Clarke (Vice Chair) chaired the meeting.

EV/017/26-27 APOLOGIES

Apologies were received from Cllr D Hyde. It was **RESOLVED** to accept these apologies.

EV/018/26-27 DECLARATIONS OF INTEREST

There were none.

EV/019/26-27 MINUTES

It was **RESOLVED** that the minutes of the Events Committee Meeting held on 30th June 2026 be approved and signed as a true record.

EV/020/26-27 PUBLIC PARTICIPATION

There was none.

EV/021/26-27 SUMMER EVENT 2026

i. **To receive an update on the Event's project plan**

An update on actions completed was received and included:

- Two reusable banners had been purchased for the Picnic in the Park event
- Bouncy Days and Funfairhires Ltd invoices had been paid
- Cllr Mullins had arranged for the loan of tables and chairs for the event
- Five large cardboard bins had been collected
- PPL/PRS license application had been submitted
- Risk assessment had been started and was discussed
- Letter to residents had been written to those living next to Stamford Park
- Edith James Catering had agreed to loan 7 additional gazebos for the event
- TENs licence had been acquired
- Stallholders and performers provided with final event information including location map

ii. **To discuss and agree any outstanding actions**

An update on actions still to be completed included:

- Letter to residents to be delivered tomorrow
- Advertising posters to be displayed in local shops, on the verges at the entrances to the village and the second banner to be placed at Stamford Park entrance.
- Risk assessment to be finalised and sent to St John's Ambulance prior to the event
- Final event information including event map to be shared with food vendors
- Temporary vehicle access onto Stamford Park to be created by taking out two sets of

Chair's Initials

knee rails in the days prior to the event. Knee rails to be reinstated after the event.

iii. **To receive an update on costs incurred**

A copy of the event budget was included in members' packs. This showed committed costs of £2,826.48 with a remaining budget of £173.52.

EV/022/26-27 CHRISTMAS LIGHT SWITCH-ON EVENT 2026

Members discussed suggestions for the Christmas Light Switch on event and a quote for Ratby Band to play at the event was provided in their packs. Members **AGREED** to book Ratby Band for three half hour slots for £350 if available.

EV/023/26-27 NEXT MEETING

The date and time of the next meeting is scheduled to take place on Tuesday 8th September 6:30pm

The meeting closed at 7:10 p.m.

Signed:
Chair

Date:



**MINUTES OF THE GROBY PARISH COUNCIL
STAFFING COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 20th JULY 2026 at 4.30 pm**

Present: Cllr L Trivett (Chair), Cllr K Griffiths, Cllr C Lincoln

Also present: Parish Clerk

STA/001/26-27 ELECTION OF CHAIR

Proposed by Cllr Lincoln, seconded by Cllr Griffiths and **RESOLVED** to elect Cllr Trivett as Chair of the Staffing Committee.

STA/002/26-27 ELECTION OF VICE CHAIR

Proposed by Cllr Trivett, seconded by Cllr Lincoln and **RESOLVED** to elect Cllr Clarke as Vice Chair of the Staffing Committee.

STA/003/26-27 APOLOGIES

Apologies were received from Cllr Clarke and Cllr C Mullins. **RESOLVED** to accept these apologies

STA/004/26-27 DECLARATIONS OF INTEREST

There were none.

STA/005/26-27 MINUTES

RESOLVED that the minutes of the Staffing Committee Meeting held on 20th April 2026 be approved and signed as a true record.

STA/006/26-27 CLOSED SESSION

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 staffing matters.

STA/007/26-27 STAFFING MATTERS

i. To discuss matters arising from a Freedom of Information request

Matters arising from a Freedom of Information request and subsequent Internal Review were discussed and advice from Council's HR/Employment advisor, Worknest, was received. The advice and various options available were discussed, **NOTED** and further discussion **DEFERRED** to a future meeting.

ii. To review staffing policies and procedures received from Worknest and to consider recommendations to Full Council

Members were informed that Worknest had now reviewed Council's Policies and Procedures in relation to employment and had advised they were in good order. Going forward Council could choose to either (a) adopt Worknest policies which would be reviewed and amended by them as part of the agreement or (b) continue to use Council's own policies for which any review by Worknest would be subject to additional charges.

It was **AGREED to RECOMMEND to Full Council** that the Worknest suite of policies and procedures, tailored to Council's requirements, are adopted.

iii. To receive an update on staffing matters and consider any training requirements

An update on new members of staff was received and **NOTED**. Training requirements for staff members was discussed.

AGREED to RECOMMEND to Full Council that a programme of training for staff members is approved.

STA/008/26-27 NEXT MEETING

The date and time of the next meeting to be advised.

The meeting closed at 5.25 p.m.

Signed:
Chair

Date:.....