

**Minutes of the Ordinary Meeting of Guilsborough Parish Council held in Guilsborough Village Hall**

**Monday, 11 December 2023 at 7.15 pm**

Present: Cllr A Hart (Chairman), Cllr D O'Neil, Cllr S Caldwell, Cllr G Metcalfe, Cllr I Miller, Cllr L Phillips, Mrs C Holifield (Parish Clerk), 8 members of the public and Cllr C Ware (Brixworth PC)

**198.2023 Public Forum**

The Chairman clarified that the members of public were all present to speak about Planning Application 2023/7665 Land off Ashby Court. He explained that public time was limited to 15 minutes and as Cllr Ware wished to present on another topic, he would allow 4 members of the public to speak for a total of 3 minutes each.

Concerns were raised by the four members of public who spoke on behalf of all present in respect of the impact the proposed development would have on the residents in the vicinity including poor access, poor parking provision, overbearing nature of the proposed bungalows, water run off onto Cold Ashby Road and a feeling that the site was being over-developed and two properties would be better.

Residents were encouraged to lodge their own individual concerns on the WNC Planning Portal irrespective of any observations that the Parish Council may make.

The Chairman then invited Cllr Ware to speak. Cllr Ware stated that she was present to answer any questions regarding the continued provision of the bus service and the ongoing need for subsidies to be provided by Parish Council. It was agreed that as this matter was the first item on the agenda it would be left for discussion then in order to prioritise the planning matter above.

It was resolved to bring forward item 8.1 before Matters Arising in order that the Council could discuss the planning application 2023/7665. See minute below.

**199.2023 Resolution to accept apologies for absence**

Apologies were received and accepted from Cllr Harris and Unitary Cllr Morton.

**200.2023 Declarations of interest for items on the agenda**

None

**201.2023 Resolution to consider written requests for dispensations on agenda items**

None received

**202.2023 Resolution to sign and approve the minutes from the previous meeting held on 11 November 2023**

The minutes were circulated prior to the meeting. The Chairman asked if there were any amendments required. It was then resolved to approve the minutes which the Chairman then signed.

*Planning application 2023/7665 was brought forward at this point.*



### **203.2023 Matters arising (for information only)**

#### **203.2023/1 Update on new email addresses and website**

The Chairman stated that he had provided an Xmas tree on behalf of the Parish Council for the Xmas Tree festival and adorned it with small flyers promoting the new website and email address for the Parish Council.

#### **203.2023/2 Community Governance Review update**

The Chairman stated that the session being run by NCALC had not yet been held and he would report back at the January meeting.

#### **204.2023 Village and Other Matters**

##### **204.2023/1 Consideration of request from Unitary Cllr Harris to set aside money in the budget for continuation of Parish Subsidy for bus route 59/60**

Cllr Ware was invited to present the latest update in respect of the tender for the continuation of the bus service. She stated that the ongoing financial support of the Parish Councils would be significant.

It was unanimously resolved to continue to support the bus service and it was resolved to set aside an amount of £1,500 in the budget for this purpose.

*Cllr Ware left the meeting after this item*

##### **204.2023/2 Confirmation of Compass Energy annual donation**

The Clerk stated that she had been informed that the amount of the donation was £1,043.03 and she had sent a purchase order requesting payment as instructed by Compass Energy. It had been agreed that these funds would not be ring fenced but be used for ad hoc village expenditure such as the Xmas tree, etc.

##### **204.2023/3 Consideration of quotation for new Electricity Supply contract from 1 July 2024**

The Clerk stated that she had received 2 and 3 year fixed quotes from the broker recommended by NCALC. However, it was decided to postpone this item until 2024.

##### **204.2023/4 Consideration and approval of Budget for 2024-25**

Cllr Caldwell presented the draft budget which had been circulated to Councillors prior to the meeting. After discussion and following a number of minor alterations made, it was resolved to approve the budget attached to these minutes as a schedule.

##### **204.2023/5 Consideration and approval of Precept amount for 2024-25**

It was resolved to submit a request for a Precept amount of £34,800 for 2024-25. The relevant documentation was completed by the Chairman and Clerk as Responsible Finance Officer.

##### **204.2023/6 Update on Annual Staff Appraisal Review**

Cllr Harris had provided a written report to confirm that she had met with the Clerk and carried out the annual review. There were no changes to her hours or payscale and just some minor amendments to her current job description. It was resolved that the documentation for signing would be prepared and presented at the January meeting.

*AWH*

#### **204.2023/7 Consideration of Risk Assessment for the Speed Awareness Devices**

Cllr Phillips stated that she would liaise with Cllr Miller regarding a standard format for the risk assessment and that the matter would be taken forward to the January meeting.

#### **204.2023/8 Consideration of WNC Welcoming Space Initiative**

Cllr Phillips stated that grants on up to £500 were being made available by WNC for local groups to organise warm space sessions. It was stated that whilst the Parish Council donated monies last year to the MMM Group to provide free hot drinks in their sessions in the Village Hall over the winter months, MMM had not noticed any increase in uptake of those taking advantage of the scheme. Cllr Phillips to carry out some enquiries and report back in January.

#### **205.2023 Planning**

##### **205.2023/1 New Applications**

*The following application was brought forward for discussion after signing minutes of last meeting*

##### **2023/7655/FULL – Land off Ashby Court, Guilsborough**

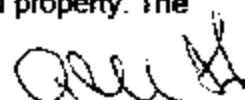
Four new bungalows

The Parish Council SUPPORT this application in principle as it is in line with the Guilsborough Neighbourhood Plan Policy 3: "Small scale housing development within the Village Confines is supported where this meets the community's aspiration for housing levels" and where the informative defines that "The wording in the GNDP Policy 3 'Meeting the community's aspirations' is therefore defined as delivering up to 28 houses and spread over the plan period (2016-2029)". The number of new houses constructed on the village since 2016 is lagging behind the desired 28 dwellings to be achieved by 2029. New housing supports village vitality and services.

GPC notes that other elements of GNDP are not met in full, including some impacts on residential amenity, but in this case in the planning balance the provision of new housing helping to meet the community's aspiration for new housing is seen as having more weight, subject to appropriate planning conditions being applied (see below). We note this is one of the very few sites left within the village confines where more than one house can be built.

GPC both has concerns itself with elements of the application, and is sensitive to the objections raised by local residents, and asks WNC to consider very carefully the following guidance we offer. This particularly since this is a full application. There also seem to be key documents that are missing, without the consideration of which, it might be unsound to make a decision:

1. There is no Ecology report - it is reported by local residents that the site has in recent years been known to have badger activity. A planning condition should be considered.
2. There may be a need for a hydrology/drainage report linked to and engineering report in relation to the site being significantly raised above the street, with concerns over increased run-off and soakaway drainage potentially leading to slope instability. A planning condition should be considered.
3. There is a need for the application to have construction materials approved that are in keeping with the surrounding architecture. A planning condition should be considered.
4. There is no construction management plan - the site has only one practical access point possible due its raised nature, and this is closely adjacent to a residential property. The



access road also serves the other Ashby Court properties along a stretch where there is no pavement. There is a need to carefully control mud, dust, as well as have strict construction activity including deliveries that avoid anti-social hours. Given the serious traffic issues on the narrow Nortoft lane at school drop-off and pick-up times, these should also be avoided where possible. A planning condition should be considered.

5. Due to the elevated nature of the plot, and its internal road layout, we advise that the existing hedge is retained, and that it is kept at least at 2m height at all times above the development's internal ground level. New planting may be needed to fill in gaps. This includes all sides and specifically eastern road edge above Cold Ashby Lane, the northern edge above Ashby Court, and the southern edge above Sunnyside and Tracey's Hairdressers' residence. This is because of overlooking, but also headlights within the property would shine into bedrooms, for example across the road into Fourways and Tower House, and potentially into Grafton House/Cold Ashby Lane. A planning condition should be considered.
6. The narrowness of the site access via Ashby Court means that any overspill parking would block this lane that serves the existing Ashby Court properties, so it is essential to ensure enough on-site parking for the new residents, their visitors and delivery vehicles.

*The 8 members of public left the meeting after this item*

#### **2023/7578/COND – First Floor, Seatons Village Store, High Street Guilsborough**

Condition 4 of PD/2019/0071 (Parking Bay Details). Application for approval of details submitted pursuant to Condition 4 of Planning Permission (PD/2019/0071). Prior approval for change of use of first floor from offices to 4 one bedroom flats.

The Council would request that the 4 allocated parking spaces for the residents of the flats are clearly marked and are positioned on the right hand side of the parking area in front of the shop.

#### **2023/7695/FULL – Guilsborough Lodge, Teeton Road, Guilsborough**

Installation of 26 solar panels

No observations

#### **206.2023/2 Completions**

#### **2023/5708 - Stone Gnome Farm, West Haddon Road, Guilsborough**

Temporary use of agricultural field and agricultural barn for up to 16 events per year together with installation of hardcore access track to barn.

*Planning permission approved by WNC*

#### **206.2023 Finance**

#### **206.2023/1 Receipts**

Bank interest of £126.37

#### **206.2023/2 Payments**

It was resolved to approve the following payments:



Details	Invoice No	Amount (£) includes VAT where applicable*	Method of Payment
Clerk's December salary	n/a	586.88	Online
Clerk's Office expenses – December	n/a	44.76*	Online
Guilsborough Village Hall – room hire	882	20.00	Online
Village Link – Issues 120 and 121	n/a	70.00	Online
Sue Needham – Reimburse Xmas Tree expenses	n/a	22.29	Online
N Power – Street Light Electricity (Nov)	9180596	275.18*	Direct Debit
HSBC – bank charges for November	n/a	5.00	Direct Debit

#### **206.2023/3 Bank reconciliation for period ended 30 November 2023**

The bank reconciliation for the period ended 30 November 2023 showing a balance at bank of £40,701.61 was approved and signed by the Chairman.

#### **206.2023/4 Update on Internal Finance Checks**

Cllr Harris provided a written report stating that she had carried out the internal finance checks for the period August to November 2023 and all was satisfactory.

#### **207.2023 Playground and Fund Raising Group Report**

The Chairman provided the Clerk with his checklist and stated there was no change to the condition of the play equipment. No meeting of the Fund Raising Group had been held since the last Parish Council meeting.

#### **208.2023 Highways**

Cllr Phillips reported that she was still dealing with the problem of flooding on the Cold Ashby Road.

#### **209.2023 Street Lights**

It was reported that street light number 8 on the High Street was still not working. Clerk to follow up again with E-on.

#### **210.2023 Parish Assets including Speed Awareness Devices**

Cllr Miller stated that he had nothing new to report.

#### **211.2023 Tree Warden Report**

Cllr Metcalfe stated he had nothing to report.

#### **212.2023 Footpath Report**

Cllr Metcalfe stated that he had nothing to report.

*Ally H*

### **213.2023 Police Liaison Report**

Cllr Harris provided a written report to state that she had had email correspondence with PC Rock relating to problems with parking at the Academy and some anti-social behaviour in Seaton Stores which was being handled by the shop management. In addition, there had been a recent theft of expensive car parts from the barns at Coton Lodge.

### **214.2023 Schools and GPFA Liaison Report**

Cllr Caldwell stated he had nothing to report.

### **215.2023 Items for Village Link**

The Chairman stated that he would include information about the budget and Precept for 2024-25 in the next edition.

### **216.2023 Correspondence received**

- Email from Unitary Cllr Harris re continuation of bus subsidy
- NCALC Update November/December (circulated to Councillors)
- Notification of Compass Energy monies available to Parish Council
- Community Governance Review survey
- Email correspondence relating to development at The Paddock (dealt with by Clerk prior to meeting)

### **217.2023 Items for next meeting – 8 January 2024 at 7.15 pm**

- Approval of Risk assessment for Speed Awareness Device
- Signing of updated documents following Clerk's Staff Appraisal
- Consideration and approval of street light upgrades
- Update on Corporate Governance Review
- Update on Welcoming Space Initiative

Meeting closed at 9.30 pm

*Alan Hill*  
*8th January 24*