



Dadlington & Sutton Cheney Parish Council

Dadlington & Sutton Cheney Parish Council Meeting January 2025

Thursday 6th March 2025 starting at **7:30 pm** at Dadlington Village Hall, Dadlington

Minutes

Attendees

Philip Kiteley – Chairman
Ambrose Long
Linda Mayne
John Plant
Simon Rees-Jones
Valerie Pritchard

Members of the public – 1 member of the public & Clerk RFO

13/25 APOLOGIES

Apologies were received from Cllr Andrew Copson and Cllr Neil Franklin.

Resolution – The council agreed unanimously to accept the apologies for Cllr Copson and Cllr Franklin.

14/25 DECLARATIONS OF INTEREST PECUNIARY & NON-PRECUNIARY

None.

15/25 PREVIOUS MINUTES

Resolution - The council agreed unanimously to accept the minutes for the 9th January 2025 as an accurate record with no changes recorded.

16/25 PUBLIC PARTICIPATION

Member of the public spoke in relation to covering the County Councillor role from Cllr Bertie Harrison-Ruston. The parish discussed the ongoing issues they are facing and what they are trying to do to resolve these.

Chairman's Signature:

Date:



Dadlington & Sutton Cheney Parish Council

17/25 BOROUGH AND COUNTY COUNCILLOR REPORTS

The Clerk had received apologies from Borough Councillor Miriam Surtees for the March 2025 meeting. No written report had been received, as usually Cllr Surtees delivers the report in person.

The Clerk had circulated the County Councilors report at the start of the month.

18/25 CLERKS REPORT

The Clerk had circulated the report prior to the meeting to full council.

The Clerk did note that the VAS unit had now been delivered to the contractor but that communications with LCC had become difficult and that this process is currently being worked through.

The Clerk also noted that Geoff Cantwell had completed the repair works on Dadlington noticeboard, the board has to be kept locked to keep the doors closed. There are three keys available, Geoff has one, the Clerk has one, and the third is in the telephone box. The Clerk suggested that the spare be kept in the phone box, a notice put in the noticeboard to inform parishioners where the key is located, and to use this to put in community notices.

Resolution – The council unanimously voted to keep the spare Dadlington noticeboard key in the phone box and a notice is to be placed in the noticeboard to advise parishioners.

ACTION – The Clerk is to create the notice for the Dadlington noticeboard with instructions for the noticeboard key.

19/25 FINANCE

- a. Resolution - The council unanimously adopted the financial statement from January 2025 with a noted change to the total expenditure figure from £951.92 to £693.37 due to error. This change was made manually and initialled by the Clerk

Chairman's Signature:

Date:



Dadlington & Sutton Cheney Parish Council

Financial Statement - January 2025							
Balance Carried Forward 01.01.25							£13,871.92
Income							
Date	Payee	Budget Item	Total In	Finance Ref			
Expenditure							
Date	Payee	Budget Item	Cost	Minute Ref	Finance Ref	S137 Spend	
01.01.25	Hannah Pickles	Clerks Salary & Back Pay	£507.96	07/2024	FR01/25		Total Expenditure £951.92
17.01.25	Screatons	Payroll Services	£20.16	07/2024	FR02/25		Bank Balance After Expenditure £13,178.55
17.01.25	Wellers Law Group	Outstanding Invoice Allotments	£15.00	07/2024	FR03/25		Total Income
20.01.25	Geoff Cantwell	INV 932 VAS	£60.75	07/2024	FR04/25		Closing Balance £13,178.55
21.01.25	HSBC	Bank charges 30DEC2024	£8.00	07/2024	FR05/25		
21.01.25	Geoff Cantwell	INV 928 VAS	£81.50	07/2024	FR06/25		
			£693.37				
Signed: Chairman of the Council.....Andrew Copson..... Date.....06.03.25.....							
Countersigned: Councillor:Valerie Pritchard..... Date.....06.03.25.....							

Resolution - The council unanimously adopted the financial statement from February 2025 with a noted change to the total expenditure figure from £3591.48 to £3484.18 due to error. This change was made manually and initialled by the Clerk

Financial Statement - February 2025							
Balance Carried Forward 01.02.25							£13,178.55
Income							
Date	Payee	Budget Item	Total In	Finance Ref			
Expenditure							
Date	Payee	Budget Item	Cost	Minute Ref	Finance Ref	S137 Spend	
01.02.25	Hannah Pickles	Clerks Salary & Back Pay	£400.66	07/2024	FR07/25		Total Expenditure £3,591.48
04.02.25	Screatons	Payroll Services	£20.16	07/2024	FR08/25		Bank Balance After Expenditure £9,694.37
04.02.25	LCC	LGPS	£1,913.26	07/2024	FR09/25		Total Income
04.02.25	HBBC	Bin Services	£232.60	07/2024	FR10/25		Closing Balance £9,694.37
11.02.25	Chalkley Tree Services	Tree Works	£588.00	07/2024	FR11/25		
11.02.25	LRALC	Internal Audit Fee	£200.00	07/2024	FR12/25		
17.02.25	Geoff Cantwell	INV 940 VAS	£121.50	07/2024	FR13/25		
21.02.25	HSBC	Bank Charges 30JAN2025	£8.00	07/2024	FR14/25		
			£3,484.18				
Signed: Chairman of the Council.....Andrew Copson..... Date.....06.03.25.....							
Countersigned: Councillor:Valerie Pritchard..... Date.....06.03.25.....							

- b. The council noted the closing balance for January 2025 as £13,178.55 and the closing balance for February 2025 as £9,694.37
- c. The council reviewed the new Financial Regulations prepared by the Clerk page by page and resolved to accept the new Financial Regulations

Resolution – The council unanimously agreed to adopt the new Dadlington & Sutton Cheney Financial Regulations.

Chairman's Signature:

Date:

All minutes deemed as draft until formally approved and signed



Dadlington & Sutton Cheney Parish Council

20/25 DNP

The council received an update from the DNP committee. The DNP has been accepted by HBBC and is due to go to the final consultation on Friday 7th March 2025. Once this is completed, the DNP will be taken to referendum.

21/25 POLICIES AND PROCEDURES

The council reviewed the Risk Management Scheme Policy and commented on the section relating to the Chairman having a backup copy of the laptop data. The Clerk is to complete research into options for sharing this information with the Chairman. The council did agree to accept the Risk Management Scheme Policy.

Resolution – The council unanimously agreed to adopt the Risk Management Scheme Policy.

ACTION – The Clerk is to make the final changes to the Risk Management Scheme Policy and add this to the website.

The council reviewed and accepted the new Appraisal template. The Clerk is to make the necessary arrangements to book the Clerk's appraisal with the HR Committee.

Resolution – The council unanimously agreed to adopt the Appraisal Template

Action – The Clerk is to make the final changes to the Appraisal template and to make the necessary arrangements to book the Clerk's appraisal.

22/25 COUNCIL MATTERS

- a. The council reviewed all the information received from the local firearms department concerning Action Rifle in Stoke Golding. The council is satisfied that all has been done to ascertain that the business is operating in a safe manner, and with legal changes coming into force in May 2025, this will increase legal requirements for small shooting ranges. The parish council now considers this matter closed, unless any new information comes to light.
- b. The council reviewed the information received from HBBC in relation to concerns raised about flooding in Shenton and how new housing developments will detrimentally impact Shenton with additional flooding. The council instructed the Clerk to go back to HBBC to request an onsite meeting to discuss the matter further.

ACTION – The Clerk is to communicate with HBBC Planning Policies Department to arrange an onsite meeting to discuss the concerns raised in relation to flooding in Shenton.

Chairman's Signature:

Date:



Dadlington & Sutton Cheney Parish Council

- c. The council reviewed the information received from HBBC Planning Policies department relating to the ACV Application for the Dog & Hedgehog in Dadlington. The council has asked the Clerk to contact the Planning Policies department and ask for a face to face meeting as well as making contact with Paul Grundy to move along with creating a conservation area in Dadlington.

ACTION – The Clerk is to contact HBBC Planning Policies team to request a face to face meeting concerning the ACV for the Dog and Hedgehog.

ACTION – The Clerk is to contact Paul Grundy at HBBC to restart the discussions around a conservation area for Dadlington.

- d. The council reviewed the information sent by the Clerk with suggestions on how to proceed with this year's annual parish meeting. The council discussed that it would be nice to invite various community groups to come along, sharing what they do within the parish to encourage better communication between each ward and improve community spirit. The council suggested that a list of possible community groups be drawn up and the clerk can make contact with them to see if they would like to attend.

ACTION – The councillors are to email the Clerk with a list of names and contact details for various community groups who may like to attend the Annual Parish Meeting.

ACTION – The Clerk is to contact the various community groups to ask them to attend the annual parish meeting.

ACTION – The Clerk is to contact the Chairman of the council to confirm a separate date away from the normal monthly and annual parish council meeting which will take place on 15th May 2025.

- e. The council discussed that there are two allotment plots that have become available at Sutton Cheney Allotments. The Clerk suggested that now would be a good time to review the terms and conditions as well as the pricing for the new tenants, as well as the current tenants. The new tenants will need to take on any new terms and conditions, whereas the current tenants will need 12 months' notice for any changes. The Clerk suggested that a review of the standard terms and conditions is needed and that a price increase would be good practice. The council discussed and agreed to increase the price from £12 per year, per plot to £18 per year, per plot for the new tenants. The council also discussed a review of the terms and conditions and instructed the Clerk to start work on this and add this to the May 2025 agenda. The council agreed that they were happy for the vacant plots to be given to the next people on the waiting list.

Resolution – The council unanimously agreed for the two vacant plots at Sutton Cheney Allotments to be given to the next people waiting on the list.

Chairman's Signature:

Date:



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Resolution – The council unanimously agreed to a price increase of £18 per year for the new tenants taking on allotment plots at Sutton Cheney Allotments and for this change to be notified to the current tenants giving them 12 months' notice of the change.

ACTION – The Clerk is to work through the allotment waiting list and offer the two vacant plots to the next people on the waiting list.

ACTION – The Clerk is to give notice for the price increase to the current tenants on the Sutton Cheney Allotment plots for a price increase from 2026/2027.

ACTION – The Clerk is to start working on new terms and conditions for the Sutton Cheney Allotment for the council to review in May 2025.

23/25 COUNCILLORS REPORT

The council discussed the option of looking into creating a green burial space for cremated ashes. There is no civil space within the parish to have a green burial site. The council acknowledges that this is not a quick project and may not be feasible but it would be an asset to the community should it come to fruition. The council has asked the Clerk to do some basic research on what would be needed to create a green burial space.

ACTION – The Clerk is to complete research into green burial spaces and what would be needed for the parish to create one.

ACTION – The Clerk is to add the green burial space to the May 2025 agenda.

The council asked to start the process of purchasing and installing a new Sutton Cheney village entrance sign on Bosworth Road.

ACTION – The Clerk is to start looking at the process of purchasing the new village entrance sign for Sutton Cheney and communicate with the LCC call center about the process that needs to be followed.

24/25 PLANNING

No applications to discuss.

Meeting Closed 21:13

Chairman's Signature:

Date: