



# COSBY PARISH COUNCIL

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## Minutes

**Minutes of the Meeting of Cosby Parish Council held on Thursday 16<sup>th</sup> September 2021 in the Heritage Room, Cosby Village Hall, Park Road, Cosby at 7.30pm**

**Present:** Cllr V Rye (Chair)      Cllr J Chapman      Cllr: M Hillmann  
Cllr M Howkins (Left at 21.56)      Cllr C Pharoah  
Cllr: S Boocock      Cllr: S Wegeriff (Left @ 21.30)

**Also present:** Mr L Phillimore (Clerk & Parish Manager)  
Mrs S Chapman (Assistant Parish Manager)

**Members of the public:** Three Members present

### **421. Chairman's welcome**

Cllr: V Rye welcomed those present and asked that a one-minute silence be held in memory of ex Parish Councillor: Elaine Hutton.

**RESOLVED:** That the Chairman be appointed Representative to LRALC.

Members are reminded that if a Councillor is approached on a parish matter, Members are to make it clear whether they are speaking on behalf of the Parish Council or as a member of the public.

### **422. To receive apologies for absence**

Cllr: L Wolfe (Approved)      Cllr: J Wolfe (Approved)

### **423. To receive disclosures of members' interests (i.e., the existence and the nature of those interests in respect of items on this agenda)**

Cllr: M Howkins in regards to Agenda item 16b. Matters relating to Cosby Recreation Ground Charity and will be asked to leave the meeting.

### **424. To receive and sign the minutes of the meeting of Cosby Parish Council held on Thursday 15<sup>th</sup> July 2021.**

**RESOLVED:** That the Minutes of the meeting of Cosby Parish Council held on the 15<sup>th</sup> July 2021 be signed as being a true and accurate record by the Chairman with the addition of "RESOLVED" to minute 416.

a. **Matters arising from the Minutes: -**

The Platinum Jubilee celebrations will be held on Friday 3<sup>rd</sup> June 2022

Minute 420: Covid meeting protocol will be reviewed by Members via email.

**425. To receive and approve the financial reports for the month ending 31<sup>st</sup> July 2021 and 31<sup>st</sup> August 2021, including income and expenditure, budget year to date, balance sheet and to record the signing of the bank reconciliation for the same period.**

**RESOLVED:** That the financial reports for the month ending 31<sup>st</sup> July 2021 and 31<sup>st</sup> August 2021 be signed as being true and accurate record by the Chairman.

**426. Standing Orders**

**RESOLVED:** That revised Standing Orders (Revocation of Remote Meetings) be adopted

**427. Chairman's discretion**

**RESOLVED:** That agenda item 10d (Correspondence received) be moved up the agenda

- a. Blaby Spartans introduced themselves (Disability Football)

**RESOLVED:**

- b. That Cosby Parish Council will offer a grant to help replace the damaged / lost equipment on Cosby Victory Park
- c. Cosby Parish Council will convene separately to consider any mutually beneficial and practical solutions

**428. To receive the Clerk's General Report and Updates**

**RESOLVED and RECEIVED:** That the Clerks general report and updates be accepted and that: -

- a) Cemetery restoration programme to be continued with recommendations for "under-3's" to be produced by the Parish Manager
- b) Moles - £177.60 (capture and humanely destroy if relocation cannot be achieved)
- c) County Councillor Highways fund to be invested in and potentially supported with grants from Blaby District Council (Children style parking bollards adjacent to Cosby Primary School and 2 mobile Vehicle Activated Signs)
- d) Hiring agreements for Victory Park to be formalized and charged "per pitch" with consideration for offsetting the cost of maintenance.
- e) Health & Safety - Policy and Procedures are in development with support from Blaby District Council
- f) Victory Park By-law – in development, Members to feed back to the Parish Manager by 30<sup>th</sup> September 2021
- g) Cosby Victory Park signage – need updating with inclusion of opening hours
- h) Cemetery signage – access during daylight hours only
- i) TTRO's in process for Remembrance Day and Christmas lights
- j) Cemetery fencing – Portland Street residents to be given advance warning of tree removals and boundary fence re-instatement.
- k) External Auditors have "closed" the AGAR 2020/21 with no observations.

**429. To receive any Memorial applications.**

**RESOLVED:** That the memorial stone for Carol Johnson be approved

**430. Correspondence received.**

**RESOLVED:** That the correspondence be received and that: -

- a) Email – Positioning of goals – Parish Manager writes to the resident and Team Coaches
- b) Coffee Connect WiLL project be supported
- c) Ex Cllr: I Mullis be formally thanked for his service.
- d) Email – LCC - NHT Public Representative Survey – The Parish Manager to complete.
- e) Email – Skate Park
  - a) Parish Manager to source the services of a Sports Consultant to review the setting-out and potential opportunities of Cosby Victory Park
  - b) Parish Manager to approach local land owners for possible recreation land expansion

**431. RESOLVED:** That Standing Orders be suspended @21.17 to allow the meeting to continue.

**432. To consider any planning applications**

- a. 21/0861/OUT: Outline application for one dwelling (with all matters reserved) | Brooklands Narborough Road Cosby Leicestershire LE9 1TB.

**RESOLVED:** That no observations be made

**433. Public Participation – a) Public Speaking Protocol – Requests received by the protocol deadline to be reported by the Clerk to the Parish Council with detail of the agenda item to which they relate. b) The meeting will be suspended to allow members of the public to make representation about items that are not on the agenda. All requests must be made to the Clerk prior to the meeting.**

No requests received.

**434. To receive any updates from Working Parties**

**RESOLVED:** That the recommendations from the Working Parties (attached to these minutes on pages 5 to 11) be approved with amendments or additions to those recommendations at 433.a, 433.b and 433.c below: -

**a. Victory Park Working Party:**

The recommendation to install a modular changing unit on Cosby Victory Park be put on hold pending further investigations and the potential for Legal Opinion.

**b. Christmas Lights Working Party:**

Re-wrapping of 3 trees Christmas Lights in the conservation area be accepted est:£7,600

**c. Finance Working Party**

Parish Manager to seek “sketch plans” and outline costings for a new Village Hall.

**435. To receive any updates on village projects**

**a. Neighbourhood Plan**

Cllr: M Hillmann updated Members on the post Statutory Consultation Cosby Neighbourhood Plan and the ongoing process of updating the Plan.

**b. Platinum Jubilee**

Scheduled for Friday 3<sup>rd</sup> June 2022

**436. RESOLVED:** That due to the confidential nature of the meeting and in accordance with the Public Bodies (Admissions to meetings) Act 1960, the press and the public will be excluded from the meeting and the meeting to take place in a confidential setting.

**437. RESOLVED:**

- a. That the tabled letter dated 20<sup>th</sup> September 2021 to [REDACTED] [REDACTED] for the Tarmac Path in Cosby Victory Park be sent.

**Cllr: M Howkins left the room at this point due to a non-pecuniary interest in the following agenda item.**

- b. That the "Side Letter" to the Village Hall Committee be approved and signed and issued by the Parish Manager on behalf of Cosby Parish Council as Trustees of Cosby Recreation Ground Charity.

**438. To confirm the date of the next meeting as Thursday 21<sup>st</sup> October 2021**

The Chairman declared the meeting closed at 10.00pm

Cllr: V Rye. Chairman

**Working Party Reports embedded below: -**

## **Minutes of the Cemetery Working Group meeting held Tuesday 7<sup>th</sup> September 2021 in Cosby Cemetery**

Present: Veronica Rye, Mike Howkins, Cheryl Pharoah (Chair)

1. We recommend that the letters to households whose gardens have encroached on to cemetery land be sent out ASAP in order that we can address the tree removal and fencing issues.
2. We recommend that some suitable shrubs be planted along the boundary fence with the school playground to afford some privacy to funeral parties.
3. We recommend that Sarah be asked to look at the price of purchasing a chipper and its storage, compared to having a contractor come periodically to chip the tree debris. (Paul would make use of chipped bark on the flower beds)
4. We recommend that Les explores the possibility of whether it is viable to 'repair' or 'fill' some of the large cracks that have appeared in the Tarmac footpaths.
5. We noted that the best place to put a memorial bench would be at the end of the footpath on the school side, opposite the other bench.
6. We request that the structural report on the cemetery Chapel be circulated to all Councillors in order that we can understand the extent of any problems.
7. We also recommend that an architect is employed to draw up a plan for its refurbishment and upgrade and a business plan be formulated so that it is ready to submit to the Heritage Lottery Fund. This to be done in consultation with the working group during the autumn so that we can progress the application early in 2022.
8. We request that anyone who applies to buy a burial plot in future is sent a full copy of the cemetery policy so that they are aware of the restrictions on kerbs / decorations/flowers/shrubs being placed on it.
9. We request that the bench outside the cemetery railings be replaced ASAP with one of the benches currently stored in the chapel.
10. We recommend that the substantial funds that have historically been set aside for the potential purchase of cemetery land be reconsidered in the light of some more pressing needs the council must address. This to form an agenda item at the October Council meeting.

Cheryl Pharoah (Chair)

## Victory Park Working Party Minutes

Meeting held on 23<sup>rd</sup> August 2021

Present: Veronica Rye (Chair and minutes), Miles Hillman, Steve Wegerif, Sarah Chapman and Richard Woolerton (for 1<sup>st</sup> item)

Apologies received from Sandra Boocock

### 1. Siting of football changing unit on Victory Park

Richard shared drawings of the planned unit (10' x 10'8") and the proposed site being the Narborough Road side of the park was discussed. Richard to confirm with The Football Foundation whether their contribution is towards the whole project cost (including necessary planning, installation of services) or just the unit cost. Richard confirmed that the youth football club would be responsible for all running costs and if in the future demand meant that they needed to use the main changing block as well they would contribute to the cost.

**Recommendation: Cosby Parish Council agrees to the installation of a modular changing unit on Victory Park at the Narborough Road entrance.**

### 2. Electric Charging Points

A discussion was held about the cost, viability and practicalities of installing electric charging points on Victory Park car park.

**Recommendation: Cosby Parish Council request that more information is acquired around availability of grant funding, cost of installation, running costs and suitability of car park for installing electric charging points.**

### 3. Victory Park Gates

Members of the working party were concerned at the lack of security of the car park following recent events at a local farm shop. Sarah agreed to contact the manufacturer week beginning 6<sup>th</sup> September to request an update on the installation date. The gates will be secured with a code padlock not a key and Cosby Parish Council will work with The Village Hall and local residents to devise a system for opening and closing. The gates will be closed at dusk. Information will be placed in the October issue of Cosby News about the gates which will either already be in place or will be close to being installed.

### 4. The Playground

The working party heard that some equipment in the playground needs replacing but before this takes place a plan for the playground should be drawn up so that new equipment can be installed in the appropriate place. A decision needs to be made about including new equipment that is fully inclusive as funding may be available. After the following recommendation is decided upon, the working party will draw up a costed plan for development of the playground to present to full council in October.

**Recommendation: Cosby Parish Council wishes to install some pieces of inclusive equipment in the playground.**

**Cosby Parish Council**  
**Village Presentation and Maintenance Group**  
**Proposals Report**  
**Plans for September 2021 Parish Council Meeting**

Members: Mike Howkins (Convener), Steve Wegerif, Sandra Boocock

Proposed Items for progressing in 2020/21:-

- a) The brook - the vegetation in the brook needs clearing. It might increase the possibility of flooding and it looks untidy.
- b) Install tree guards round all newly planted trees. Some of the present newer trees are suffering from the strimmer.
- c) Paint and renovate (where necessary) the white railings fronting the brook.
- d) Floral/shrubbery area in Cosby Park.
- e) Strim banks of the brook, when the adjacent grass areas are cut.
- f) Remove dead tree by Patch Bridge'.
- g) Trim back weeping willows opposite Cosby Chemist.

Longer Term:-

- a) Get to know your village map. Cosby Heritage Society produced a walks leaflet for the Millennium, I think
- b) Open Day at the Cemetery
- c) Ask Cosby Heritage Society to update their village walks/footpaths map

Mike Howkins (Convener), Steven Wegerif, Sandra Boocock

**Christmas Lights Working Party**  
**Cosby Parish Council**  
**Minutes**

**Minutes of the Meeting of Cosby Parish Council Christmas Light Working Party, held on Thursday 19<sup>th</sup> August 2021 at 4.00pm on Main Street Cosby.**

**Present:** Cllr V Rye (Chair)  
Cllr M Howkins

**Also Present:** S Chapman (Assistant Parish Manager)

**Apologies:** S Boocock

Cllr V Rye opened the meeting by reminding the Working Party that it had previously been resolved that no new Christmas lights would be installed around the village.

It has been confirmed by the company that provides the lights that the lifespan of lights left permanently in the trees is approximately 5 years therefore a program of renewal would begin from this year, due to the oldest lights now being 5 years old.

S Chapman reported that during this year's inspection of the trees within the village, three trees were highlighted as needing work to the lights.

The Christmas Light Working Party therefore recommend to the Parish Council that lights are replaced in the following order of preference up to a budget of £2500. Any work not carried out to be prioritised next year.

1. Large Willow on Main Street. This tree is due to be pollard as a branch came down last month. The lights will need to be removed before this work is carried out therefore, as these lights are now 4-5 years old it is recommended that new lights are wrapped into the tree.
2. Willow on Main Street (first one opposite Bangla Spice) This tree had problems with lights last year when wet. Therefore, as lights now 4-5 years old it is recommended that they are replaced.
3. Norwegian Maple on the Nook. This tree has been wrapped with lights approx. 4-5 years ago. The wrapping is now becoming tight and is likely to cause problems to both the lights and the tree, therefore it is recommended that the lights are replaced when the tree is re-wrapped.

## Village Safety and Traffic Working Party Minutes

Meeting held on 27<sup>th</sup> August 2021

Present: Jean Chapman (Chair), Veronica Rye (minutes) and Steve Wegerif

Apologies: Ian Mullis (Parishioner)

### 1. Speed cameras, traffic monitoring strips and 20mph zones

Press article about mobile speed camera purchases and installation in Burbage discussed. Jean to contact Burbage PC for more information.

Les and Jean have met with Brian Screamon to look at location of current speed sign on Cambridge Road – it does appear to be in the best location but needs cleaning.

Council is still awaiting date from LCC Highways for installation of traffic monitoring strips on identified roads in Cosby.

No further information on 20mph school zone outside Brooke House or staff car parking on Croft Road- meeting arranged for July 2021 did not take place as Brooke House representative did not attend.

Parish Manager to confirm that request for 20mph zone outside Brooke House has been submitted to LCC Highways and response if not yet received should be chased up.

#### **Recommendation:**

**LCC Highways contacted for date of monitoring strips installation.**

**Council Chair and Parish Manager to reinstate meeting with Head of Brooke House before October full council meeting.**

**Cosby Parish Council wish to explore formally the logistics and cost of installing a number of poles to support the siting of a mobile speed camera at appropriate locations in the village and the cost of purchasing a mobile speed camera.**

**Cosby Parish Council wish to contact LCC Highways asking that they consider all of Cambridge Road being made 30mph from Cosby through to Whetstone.**

### 2. Parking and associated problems in the centre of the village

LCC have advised that a public consultation must be carried out before any surveys around one way systems, yellow line markings or residents only parking can be undertaken. Jean to contact LCC for guidance and information in preparation for a public village event.

**Recommendation: Cosby Parish Council will hold a public consultation to gauge public opinion on the different options available to solve the congestion issues along Main Street.**

### 3. HGVs

Residents have started to send in details of vehicles contravening the weight restrictions within the village. Jean is compiling a folder.

**Recommendation: A standard response is sent “Thank you for your email, it has been passed to the monitoring group.”**

**A letter is sent to all local companies and to those reported by residents stating that Cosby Parish Council is monitoring the use of the legally approved route by HGVs and reports of violations will be made to the appropriate authorities.**

4. Other items for discussion

**Recommendation: Cosby Parish Council to invite the PSCO to join the traffic working party and to attend working party meetings and where possible Parish Council meetings.**

## Finance Working Party Minutes

Meeting held on 29<sup>th</sup> July 2021

Present: Veronica Rye (Chair and minutes), Jean Chapman, Cheryl Pharoah, Steve Wegerif, Sandra Boocock, Jane Wolfe, Mike Howkins and Miles Hilmann

This meeting was held to establish a list of spending priorities for Cosby Parish Council.

### **Recommendations for full council:**

The priority is the chapel – repair, restoration and drainage work but council request that available grants and funding for this work are sought by **31<sup>st</sup> October 2021**. The availability of such funding will enable council to determine the budget remaining for other projects.

The children's playground is the next priority, as equipment needs replacing. The Victory Park working party will meet to discuss a plan and bring recommendations to full council.

The drainage issue along the new path on Victory Park must be rectified as soon as possible. This working party requests that the Parish Manager contacts the initial contractor for a confirmed response to the recent survey by **30<sup>th</sup> September 2021**.

A jogging track around the perimeter of Victory Park is recommended to council and quotes should be presented to the council meeting in **November 2021**. Funding can then be identified to support the project.

Repainting of the railings in the centre of the village will be discussed and proposed to full council in September 2021 by the Village Maintenance Working Party.

This working party recommends that new picnic benches are installed on Victory Park before April 2022. Location, size and number to be agreed at the full council meeting in September 2021.

The following recommendation is made:

A new Village Hall is planned for Cosby with the following initial steps –

- A group of interested parties from the village is established to plan what is needed by 30/09/2021
- Architects invited to tender for project plans
- Exhibition held in June 2022 at Jubilee event to share plans with village

### **Recommendation-**

The services of a grant finder are sought to allow council to access appropriate funding for planned and future projects.