

PARISH OFFICE  
MARKFIELD COMMUNITY & SPORTS CENTRE, MAYFLOWER CLOSE,  
MARKFIELD, LEICS, LE67 9ST

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**Notice of the Meeting of Markfield Parish Council  
to be held at 7.30 pm on Tuesday 5<sup>th</sup> November 2024  
at Markfield Community Library, Oakfield Avenue, Markfield LE67 9WG**

31<sup>st</sup> October 2024

To all members of Markfield Parish Council

You are hereby summoned to attend the above meeting for the purpose of transacting the following items of business on the agenda below.

Public and press are welcome to attend meetings of the Parish Council.

Kind regards

*TMC*

Tracey McLean  
Parish Clerk

## A G E N D A

**241. Apologies**

Members to receive apologies for absence.

**242. Declaration of Interests**

Members to receive any declarations of interest.

**243. Report from Local Police Beat**

Members to receive an update or report from the local Police beat team.

**244. Public Participation (15 minutes)**

Members to receive comments, questions and observations from members of the public.

**245. County & Borough Councillor Reports**

Members to receive reports from Markfield's representatives at the Borough and County Councils.

**246. Minutes**

Members to approve and Chair to sign the minutes of the Council meeting held on 1<sup>st</sup> October 2024.

**Appendix 1**

**247. Committee Minutes**

a) Members to receive Finance, Policy & Asset Committee minutes from 26<sup>th</sup> September 2024

**Appendix 2**

b) Members to receive Staffing Committee minutes from 17<sup>th</sup> October 2024.

**Appendix 3**

Members to note Planning, Highways & Biodiversity Committee Meeting on 8<sup>th</sup> October was CANCELLED.

- 248. Retirement of Parish Councillor and update on Co-option Procedure**  
Members to note the recent retirement of Cllr Browning and to note the details of the co-option procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Markfield Parish Council.
- 249. Finance, Policy & Asset Committee Vacancy**  
Members to make nominations and select councillor to fill the vacancy on the FP&A Committee.
- 250. External Audit Update**  
Members to receive an update on the external audit process.
- 251. Biodiversity Update**  
Members to receive an update on biodiversity issues.
- 252. Regulation 18 of the H&BBC Local Plan Update**  
Members to receive an update relating to Regulation 18 of the H&BBC Local Plan.
- 253. Letters to Heaven Project Update** **Appendix 4**  
Members to receive an update relating to the Letters to Heaven Project.
- 254. Correspondence received by the Clerk**
- a) National Highways and Transport (NHT) Public Satisfaction Survey**  
The survey is designed to accept one response from each Parish Council, with the responses representing the overall view of the Council on the Highways and Transport matters raised in the survey. **Deadline extended to 30<sup>th</sup> November 2024**
- To complete the questionnaire visit:  
<https://www.nhtnetwork.co.uk/isolated/data/scorecard/new/ bespoke/1006>
- b) Deputy Police & Crime Commissioner Survey**  
Correspondence received regarding a pilot scheme being designed to support Parish Councils in purchasing crime prevention items. Feedback and priorities to be gathered via a short survey. Pilot to commence April 2025 with projects being delivered 2025/26. **Deadline for completion: 10<sup>th</sup> November 2024**
- Complete the survey here: [Consultation on the Community Action Fund](#)
- 255. Recommendations from Finance, Policy & Asset Committee**
- Members to receive the following recommendations from FP&A Committee:
- a) To approve that Markfield Cemetery fees to remain the same for 2025 – 2026. **Appendix 5**
- b) To approve and adopt Draft Grant Policy, procedure and application form from May Council meeting 2025. **Appendix 6**
- 256. Resident concerns relating to flooding** **Appendix 7**  
Members to receive residents concerns relating to flooding.

**257. RECOMMENDED that the public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information as defined in Section 100A(4) of the Local Government Act 1972, Schedule 12A (as amended by the Local Government Act (Access to Information) (Variation) Order 1992, paragraphs 1, 2 and 6**

**258. Cemetery**

a) Members to receive an update relating to the cemetery.

**Appendix 8**

b) Members to receive memorial enquiry

**259. ME Sports - Community Centre**

Members to receive an update relating to the Community Centre and compliance.

**260. Insurance**

Members to receive an update on insurance relating to the Parish Council and the Community Centre.

**261. Court Case**

Members to receive an update relating to a recent money claim against Markfield Parish Council.

**262. Date of Next Meeting**

Tuesday 3<sup>rd</sup> December 2024 at 7.30 pm