

# KEYHAM VILLAGE MEETING 2020

COVID-19 has created unprecedented times, with current advice from NALC to cancel Annual Parish Meetings, this document aims to represent the topics and reports that would have been presented/discussed had the annual meeting taken place in its “usual” way. Please email me with responses or comments for me to capture. Responses to any points within this document shall be combined with this document to form the minutes of the meeting. This final minutes document shall be posted onto our village website as the meeting minutes would normally be presented.

Anna Viggers -Chairman & Acting Secretary  
[chairman@keyhamparish.org.uk](mailto:chairman@keyhamparish.org.uk)

## 1. MINUTES OF LAST MEETING

The minutes of the meeting held on Thursday 11th April 2019 can be read from Keyham Parish web site.

## 2. MATTERS ARISING FROM LAST YEAR’S MINUTES

Maintenance and support for our street lighting has ceased, estimated replacement of all lights to LED within the village is circa £15,000. Chairman to investigate other options due to insufficient funds available from the precept.

## 3. CHAIRMAN POSITION

I would like to continue to serve as chairman. Anyone wanting to have the opportunity to stand for the role, please notify me via email (see above). Election process will be arranged.

## 4. SECRETARY POSITION

The Parish Secretary position is currently vacant, anyone interested in this position and would like to find out more please contact me on the above email.

## 5. CHAIRMAN’S REPORT

- Outstanding item from last year’s AGM: street lighting support, maintenance and upgrade to LED bulbs.  
We have no street light maintenance/support in place and EON (current electricity provider) would require us to convert to LED if they are to maintain our lighting.

We can source our electricity and street lighting maintenance from Leicester County Council. If we take this option, we will have maintenance for our current lighting with no need to upgrade to LED until parts for our current lights are no longer available. Parts are reducing in numbers, however LCC inform me that demand is relatively low. This means we do not need to convert to LED (avoiding £15,000 costs) to obtain street lighting support and maintenance now and can begin to save precept budget for the eventual LED conversion.

LCC maintenance covers routine repairs. Non-routine parts and third-party damage repairs are excluded.

Converting to LED would be a positive move despite having to convert due to lack of parts. LCC can monitor our lighting remotely for outages, with the option to offer flexible operational hours and brightness levels. We also benefit from energy cost savings vs our current non-LED lighting.

In addition to not having a maintenance or support contract in place for our street lights, we are overdue a safety test. LCC will perform the test for £80+vat when they are next in the area. Parts charged at extra cost.

In order for LCC to maintain our lights, we would need to move to LCC for our street light electricity supply.

Currently we receive quarterly invoices from EON for our street lighting electricity, LCC invoice annually and inform next year's cost at a time where the chairman can ensure there will be sufficient funds within that year's precept. Our current arrangement with EON does not enable the chairman to predict costs and therefore precept budget allocation could fall short of the actual cost.

We are not in a contract with EON, therefore no notice period needs to be served if we transition to LCC for our electricity supply.

#### Street Lighting Costs:

2019/2020 EON Electricity supply = £359.55

2020/2021 LCC Electricity supply = £273.47 per annum

Maintenance cover = £149.49 per annum

#### In summary:

- We can source a maintenance contract for our existing lighting. Savings gained from electricity supply can contribute to maintenance cover costs.
- We require a safety test (£80 + vat).
- We will need to eventually convert to LED lighting, parts for our existing lights will become obsolete in the future.
- Moving from EON to LCC for our electricity supply will enable effective budget planning.
- No notice period to serve with EON.
- LCC electricity supply is currently more cost-effective vs our current supplier.

#### Proposal:

- Book a street lighting safety test asap (£80+vat). We have sufficient funds.
- Sign SLA with LCC for maintenance and electricity supply. There is a 3 month notice period with LCC (no other contractual commitment) and 2020/21 charges provided above will be pro-rata.
- Anna to confirm costs from LCC for converting our street lighting to LED. Once confirmed, details of costs to be communicated with a proposed budget plan from the precept to fund eventual conversion.

Any objections or questions to this proposal please let me know via email.

- The Keyham Conservation Committee are overdue a meeting in person, once the COVID lock down is lifted, a meeting will be arranged with any report out items communicated to the village.
- We have commitment from LCC to replace/repair Snows Lane bridge handrails and concrete bollards. LCC are currently sourcing the bollards and have re-confirmed the work will happen.
- With the support of Cllr Simon Galton, I am working to improve the water drainage along the flat part of Snows Lane. Currently water drains from numerous sources to this area of Snows Lane and struggles to continue its intended path. There are many aspects which contribute to the issue as these things are never black and white, hence the support of Simon in navigating the system is greatly appreciated.
- Since the update in Keyham News regarding the 1200 housing development in Scraptoft, meetings booked to discuss highways impact have not taken place mainly due to COVID-19. My focus will continue on the highways impact along Ingarsby Road and in partnership/support with neighbouring Parish concerns.
- Parish website running costs are significant, I feel it is a great communication tool (in conjunction with others we currently have) which has the potential to be better utilised.

Keyham News is always posted, as are the latest Coronavirus Specials, recent Crime special and key latest news items. From now on, I will post maintenance dates as I know them such as road sweeping and hedge trimming and will begin to add any village and surrounding area maintenance news, council notifications etc.

Currently I only add event news or village information following requests. I don't receive many, so feels like a missed opportunity.

Let me know if you would like items posting on the website e.g. village events or have any ideas on how we can use the website better, in a way that is positive and beneficial to our village.

- Defibrillator (Positioned outside of village hall). *Comments provided by Margaret H.*

In 2017, an anonymous donor purchased a defibrillator for the village.

Subsequent training was given to a number of villagers.

Defibrillators should self-check each day but it is also recommended that a person checks the defibrillator on a regular basis to ensure that the device is actually self-checking.

Following the above recommendation, I have been in contact with the anonymous donor to see if they would like to take responsibility for the regular checking of the device; they do not wish to do this.

We therefore need a volunteer to undertake this regular activity. The defibrillator is located on the outside wall of the Village Hall but is not owned by the Village Hall.

Would anyone like or be willing to check the defibrillator on a regular basis?

- Fly-tipping continues, thank you to those who report the fly-tipping to the council. Scraptoft Lodge Farm is a fly-tippers favourite. On this point I can share that the council are seeking to achieve a long-term solution to move away from the reactive collection and regular build-up of rubbish. In the meantime, it does mean the current report and collection process continues. The council are also fully aware of the untidy land further up the road towards Scraptoft. More news should follow on this.

Thank you also to our litter pickers who keep our village tidy.

- Last but by no means least, the last few weeks in the response to COVID-19 has presented a new environment for us. Thank you to John and Margaret for the Coronavirus specials, a great communication tool reaching across the village.

Thank you to you, the volunteers, offers of help and to those of you who are helping one another.

Please do not suffer in silence or have loneliness consume. In addition to each other there are support networks and organisations available both nationally, regionally and locally. If you need help in seeking support from such organisations, let me know, I may be able help through council channels.

## 6. VILLAGE EXPENDITURE 2019/20

PARISH PRECEPT PAYMENTS 2019/20				
PARISH: <b>KEYHAM</b>		<b>code to BM891ZFB0141</b>		
PRECEPT REQUIREMENT 2019/20				£3,000.00
BALANCE BROUGHT FORWARD 31.03.19				£6,827.69
BALANCE AT 01.04.19				<u>£9,827.69</u>
DATE	SUPPLIER	AMOUNT PAID	BALANCE	
18.04.19	E-on 15876	85.81	£9,741.88	
14.05.19	Zurich Insurance 31122	315.85	£9,426.03	
14.05.19	LRALC C6816	18.00	£9,408.03	
28.05.19	2commune ltd	360.00	£9,048.03	
04.06.19	DANIEL BUTCHER 30908	60.00	£8,988.03	
22.07.19	E-on 15876	90.58	£8,897.45	
14.10.19	E-on 22719 street maintenance	115.32	£8,782.13	
14.10.19	keyham village hall 4167	650.00	£8,132.13	
28.10.19	E-on 15879	91.58	£8,040.55	
29.11.19	All Saints Church, Keyham 18149	714.00	£7,326.55	
25.03.20	John Hughes 26063	54.57	£7,271.98	
	<b>total expenditure</b>	<u>2555.71</u>		
	<b>balance carried forward</b>		<u>7271.98</u>	

2019/2020 Budget comments:

January 2020 EON street lighting bill payment was not processed by Harborough District Council (£91.58). This amount will be deducted from 2020/2021 budget.

EON street maintenance was an outstanding invoice. As outlined in the Chairman's Report, we do not currently have a maintenance contract in place for our street lighting.

Budget retained due to unknown potential street lighting costs.

2Commune costs fund the Parish website and IT support.

Expenses paid to John Hughes are for Keyham News consumables as not all readers receive KN via email.

## 7. PRECEPT BUDGET 2020/21

Overall precept budget is the same as previous year

1. Parish Precept Requirement of 2020/21	£
	<b>Please Do Not Enter Pence</b>
Cemeteries	720
Election Expenses	
General Expenses	472
LRALC Subscription	18
Parish Plan Work	
Recreation Grounds	
Roadside Safety	
Street Lighting	450
Village Hall	650
Youth Provision	
2commune	360
Village Insurance	330
<b>TOTAL BUDGET REQUIREMENT FOR 2020/21</b>	<b>3,000</b>

2020/21 Budget comments:

Budget planning took place before some organisations provided 2020/21 invoice; therefore, slight actual deviation vs planned.

Once street light conversion to LED costs confirmed, precept budget plan to fund the costs will need to be established.

## 8. REPORTS OF CHAIRPERSONS

### KEYHAM CHARITIES

As I report each year, Keyham Charities assets are the four cottages sited adjacent to the Church, and the parcel of land which is occupied by Keyham Allotments. All the cottages are currently occupied and in the last 6 months we have welcomed two new tenants namely Jack (no. 1) and Rebecca (no. 4).

As Trustees it is incumbent on us to maintain the cottages, improve them and ask for a fair rent in return. Last year we agreed to replace the front elevation windows with a similar design but in UPVC. This refurbishment was stopped as, and very much unbeknown to us, we were advised that the cottages were listed. Harborough District Council were most understanding and acknowledged it had been a genuine mistake; we also met with Simon Galton, our Local Councillor and a member on the HDC Planning Committee. We spent many hours discussing the situation. Extensive research with all agencies involved, including Historic England, failed to produce any documentation proving that the necessary notification procedures in December 1984 (date of listing) had been followed at the time. We did discuss the option of applying for delisting; as some villagers will know, the cost of using traditional methods and materials to maintain such buildings can be extremely costly compared to newer materials that offer better insulation, along with health and safety benefits. Nonetheless they are listed and will remain so for the foreseeable future.

Lastly, and more importantly in these very difficult times, Keyham Relief in Need (one of the Keyham charities) is here to support those who experience financial hardship caused by illness and other emergencies. Should you find yourself in this situation then please contact our Chairman David Witcomb (0116 2595663) or Treasurer Margaret Hughes (07922 096633). All enquiries treated in strictest confidence.

**Margaret Hughes,**  
**Treasurer**

### VILLAGE HALL

The **financial position** of the hall could be described as “satisfactory”. However, with no income from Keyham Open Gardens (c. £1000 pa for 3 years) and, probably, Keyham Croquet (£300) this year our income is in decline. Income from hire of the hall is steady although we have already seen cancellations owing to Coronavirus. There is a wedding planned for late summer but the Police Commissioner Election planned for May is cancelled (£150). With nearly £1500 “lost” this year we may find that our funds reduce to an “unsatisfactory” level in the next 12 months. The Management Committee for the hall has decided, therefore, that next year it will apply for an increase in the amount we receive from the Parish Precept. Currently the Parish grants us £650 per annum. We think this may have to double to keep the hall viable.

There are a number of **maintenance and improvement items** that need to be considered.

Firstly, **the fence** between the VH car park and the D&G car park needs replacing. Everards has agreed to fund 50% of the costs and I am confident that Keyham charities will cover 25%. The cost to the hall will, therefore, be about £600. This is a “must-do” item and is going ahead asap. Walkers of Syston will be doing the work as recommended by Everards. We expect a quality job.

Longer term, it is now four years since the last major **upgrade of the hall**. If grants are available I think it is now worth considering some more improvements such as; replacement heaters in toilets, hot-air curtain over main door, additional heater in kitchen, painting (particularly external and internal windows). We can only do any of this if grant funding is available; this is being investigated.

Since the hall was refurbished there has been an **increase in enquiries to hire** it. We examine big events very carefully and measure them against the strategy document devised last year and published in Keyham News. This means that from time to time we may turn bookings down if they have the potential to disrupt village life. Car parking is an issue for hirers from outside the village so this is a major factor along with noise. Please note that the D&G will not allow visitors to the hall to use its car park.

Thank-you to fellow members of the Village Hall Management Committee, especially Tony Johnson (Treasurer). This year we are looking to strengthen our team to provide a little more resilience in the area of “**property management**”. We need a fit, able-bodied member of the village to work alongside myself to look after the hall. My mobility is a bit of an issue at the moment and I need someone to be a key-holder and have the same knowledge about the workings of the hall as myself. Please contact me if you are interested in helping and I can explain further.

**John Hughes,**  
**Chairman, Keyham Village Hall Management Committee**

## **KEYHAM NEWS**

Keyham News is circulated widely to Keyham residents, a good number of Hungarton residents, a number of former residents and other interested people who have requested a copy over the years. Back copies (and the current edition) of Keyham News are also available on the Keyham Village Website.

We publish each edition on the first day of each month. This year we have also published a Crime Update and several Coronavirus Specials. The CV specials are intended to use Keyham News as an information exchange and update service during the lockdown period. It seems to work well.

Many thanks to all our regular contributors and those who have spent a great deal of time providing us with very interesting historical features.

We encourage all villagers to keep sending us articles and photographs. We pride ourselves in being able to make a story out of almost anything.

Thank-you to those readers who provide positive feedback. It's nice to know we're being read!

**John & Margaret Hughes,  
Editors of Keyham News**

## **REPORT OF THE CHURCHWARDENS FOR ALL SAINTS CHURCH**

We wish to thank Reverend Alison for her support and commitment. As always it is a real pleasure working with her. During the year Rosie Homer covered many services as our curate and we have enjoyed having her in the parish. Our thanks to Paul Emberton for his help with the services and with the short Morning Prayer on Wednesdays at 9am. As always we are very grateful to other visiting clergy who have helped over the year, in particular Nicky McGinty, Philip Norwood and Jeff Hopewell.

Thank you to Hugh for sharing churchwarden duties over the year, to Brian for keeping an eye on the church and of course for his treasurer skills, to Brian and Ros for keeping the Church clean and tidy and to the ladies of Keyham for making the church look so beautiful with their flower arrangements. Thank you also to my fellow readers, to Elizabeth and Hugh for their frequent hospitality and to Claire for playing the organ. Finally, thanks again to Peter Gothard who again helped set up the outside lit Christmas tree near the church gate and the one in the church for Christmas.

The average attendance at regular communion services was 12 and 25 attended the Service of Lights and 38 attended the Christmas Carol Service, which were particularly successful. Compline also attracted new attenders during the year. There were 4 baptisms, 2 weddings and a funeral held in church during 2019.

There continues to be thefts of lead from local churches, so can everyone please keep an eye and an ear out for any suspicious activity round the church.

Regarding the fabric of the Church.

During the year a small servery was installed at the back of the church to allow refreshments to be served more easily after services. All the Quinquennial work on the church was completed, access to the tower was improved, cracks at the north east corner and at the south west wall were filled and pinned and the chancel ceiling was repaired and redecorated.

The village and the church continue to enjoy excellent broadband reception using the antennae placed on the tower roof.

Richard Windle  
Churchwarden