



## MINUTES OF THE ORDINARY PARISH COUNCIL MEETING

On Monday 01 March 2021 at 6:30pm

Pursuant to The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) England Regulations 2020, the Parish Council Meeting was held virtually via video conference app Zoom.

Tel: 07483 347 773 / Email: [clerk@newboldverdonpc.org.uk](mailto:clerk@newboldverdonpc.org.uk)

### Present:

Chairman: Cllr. Dianne Finney  
Councillors: Cllr J Finney, Cllr J Crooks, Cllr B Crooks, Cllr Sheppard-Bools, Cllr Petcher, Cllr Bates, Cllr Oliver, Cllr Dowell  
Clerk: Josie Flavell (Mrs)  
Public: 4 Members of Public

## MINUTES

### OPENING PROCEDURES

20/031	There were no apologies reported.
20/032	<p><b>OPEN MEETING (Public Participation):</b></p> <p>a) A member of public reported in relation to minute reference 20/040 regarding the Fire Risk and said they could highly recommend Proud Castle (Coalville) who the local Library use for all their monitoring and fire detection needs. Very good and reasonable.</p> <p>b) Borough Councillor J Crooks circulated the monthly Borough Council report prior to the meeting, which can be downloaded from the Parish Council Website.</p> <p>c) County Councillor B Crooks reported that the monthly meeting was conducted purely on the budget and how LCC are struggling to make ends meet. £30M of debt has been brought forward from last year and Covid will cost a further £19m. LCC can balance the books for this year but are unsure of how they will finance next year. LCC have raised the council tax to highest they ever have at 4.99%, which is a £76 rise per household. HBBC have increased they tax up by £5, with the Fire Brigade up 2% and Police up by £15.</p> <p>Cllr B Crooks also reported that the Brascote Lane footpath has now been finished and the bench has been given to the contractors to fix it back in place.</p>
20/033	<p>a) Cllr J Crooks and Cllr B Crooks declared interests in all planning items – minute references 20/054, 20/055, 20/056, 20/057 and 20/058, due to being members of the HBBC Planning Committee.</p> <p>b) Cllr Oliver declared an interest in minute reference 20/047 Bells Lane Highway Issues - due a conflict of interest, being a resident of Bells Lane.</p>
20/034	There were no dispensations or written requests for dispensation of DPI to consider.
20/035	<p><b>MINUTES</b> – Council RESOLVED to Chairman Finney approving the following as a true and accurate record:</p> <ul style="list-style-type: none"> <li>▪ Ordinary Meeting held on 01 February 2021</li> <li>▪ Extra Ordinary Meeting held on 11 February 2021</li> <li>▪ Extra Ordinary Meeting held on 22<sup>nd</sup> February 2021</li> <li>▪ Associated Confidential Minutes from both Extra Ordinary meetings.</li> </ul>

### ITEMS FROM PREVIOUS MINUTES

20/036	<p><u>Dragon Lane Project (Min Ref. 20/992)</u></p> <p>The Clerk reported that due to Covid-19 there has been a slight delay in the start date.</p> <p>The contractor is waiting to hear back from Western Power Distribution with regards to a start date and an MPAN number for the lighting bollards, to enable the Clerk to request EDF Energy to book an installation date for the lighting metre to be installed.</p>
--------	---

	The CCTV will be installed and connected and everything will be completed in one hit. It was questioned how the grass mound which the slide sits on will be cut. The Clerk agreed to contact the maintenance contractor to find out and report back.	JF
20/037	<u>Library Website History Update (Min Ref. 20/994)</u> Council RESOLVED to defer making a decision until the April meeting. However, Cllr Dowell asked if a request is being made to the Parish Council for £120.00 to be paid on an annual basis for this purpose. Mr King reported that there is currently a balance of £1,300 from the sale of the history books and this money could be used to fund this cost. Cllr Crooks reported that currently this money is ring fenced in an account held in the name of the Newbold Verdon Action Group. Cllr J Crooks recommended that this money be transferred to the Parish Council to enable Council to use the funds for this purpose.	DF
20/038	<u>National Mining Memorial Plaque for Leicestershire (Min. Ref. 20/995)</u> Due to not having enough information concerning this matter from Mrs Woodward, Council unanimously agreed to put this on hold for the time being.	-
20/039	<u>Yew Trees – St James Church (Min. Ref. 20/997)</u> The Clerk reported that the works to the trees cannot go ahead at the current time, as the Planning Officer has stated that the Tree Preservation Application won't be determined in time or the trees to be cut, due to nesting season. Council unanimously agreed to leave applying for another year or so, as someone has already trimmed a few of the trees in the entrance gate area. Sending a letter regarding the TPO and die-back to the Church Wardens, politely asking for them to be left alone.	JF
20/040	<u>Pavilion – Fire Risk Assessment Items</u> a) Council RESOLVED to install a fire detection system at the sports pavilion and for the Clerk to gain quotes for this purpose. b) Council RESOLVED to approve the cost of £35.00 to allow the Clerk to join Simply Docs to gain access to COSHH documents for the legal registering of all chemicals held at the pavilion. c) Council RESOLVED to agree a budget of £100.00 for signage for the pavilion for various items as identified in the Fire Risk Assessment. d) Council RESOLVED to Caretaker Mick Parker becoming the Fire Warden for the premises. ▪ 4 Fire doors require urgent attention and require new sealing strips. The Clerk is to get the maintenance supplier (Anmic Consulting) to sort this problem urgently.	JF
<b>GENERAL MATTERS</b>		
20/041	<u>Dog Waste and Litter Bin Contract 2021</u> Council RESOLVED to approve the annual contract for the collection of all dog waste and litter bins within the parish by HBBC at a cost of £1,747.20 per annum, paid in quarterly instalments.	JF
20/042	<u>Council Email Accounts</u> Council RESOLVED to the Clerk creating new council specific email accounts for all members using Outlook and for the email addresses to be in the format of <a href="mailto:initialsurname.newboldverdonpc@outlook.com">initialsurname.newboldverdonpc@outlook.com</a>	JF
20/043	<u>Street Name Consultation</u> Council reviewed the names submitted by members and agreed and approved 4 names as follows to submit to HBBC for the Bloor homes development: ▪ Hall Lane ▪ Milner Close ▪ The Walks ▪ White Park Avenue	JF
20/044	<u>Lone Workers Policy</u> Council RESOLVED to approve the draft policy.	JF

20/045	<u>Tax Code Change – Clerk/RFO</u> Council NOTED the new tax code received from HMRC for the Clerk, for the 2021 year.	JF
20/046	<u>Newbold Verdon Cricket Club</u> Council RESOLVED to ratify and approve the following items as discussed at the confidential meeting held on 22 <sup>nd</sup> February: a) Council RESOLVED to approve the retrospective decision made for the Legal Agreement (contract) to be signed by the two Cricket Club signatories by no later than the end of March 2021. b) Council RESOLVED to approve the retrospective decision made to close the storage facility completely, in line with Covid-19 restrictions until 29 March, subject to Government confirming this as the date sports facilities can/will re-open. c) Council RESOLVED to approve the retrospective decision made to one member of the Cricket Club removing the oil and flammable goods/items from the storage facility under current Covid-19 guidelines, with immediate effect. d) Council RESOLVED to approve the retrospective decision made to the Clerk gaining three new quotes to have the storage facility and wider area fire proofed. e) Council RESOLVED to the retrospective decision made to the Clerk gaining quotes for a temporary secure storage unit, to enable the Cricket Club to house their equipment safely, whilst the building works are undertaken. f) Council RESOLVED to Cllr Bools and Cllr Oliver to commence checking all council owned facilities at Alans Way on a monthly basis from March onwards reporting any issues back to full Council for action and being a point of contact for the clubs on match days.	-
20/047	<u>Bells Lane Highway Issues</u> Cllr Bools brought council up to speed concerning the County Council's response to the resident who had complained about the access issues and conditions of the highway. Council unanimously agreed that this is not a Parish Council issue.	-
20/048	<u>Memorial Garden</u> Chairman Finney met with the Council maintenance contractor and agreed that the garden could be extended along the side. Council agreed to Chairman Finney taking photographs and circulating these to Council for ideas to be brought back to the next council meeting.	DF
20/049	<u>Drainage – Sports Field</u> <ul style="list-style-type: none"> <li>▪ Quotes have been received from our maintenance contractor Burnt Oak Developments and circulated to Council prior to the meeting. Council unanimously agreed to put this on hold.</li> <li>▪ Council unanimously agree to the Clerk getting 2 x Danger Deep Water signs installed for the ditch area at the bottom of the sports field, as soon as possible.</li> <li>▪ Council unanimously agreed to RESOLVE to approve the quote for vertidrain to be installed at £1,100 (exc. VAT) and works to be undertaken as soon as possible.</li> </ul>	JF
20/050	<u>Internal Audit – year ending 31<sup>st</sup> March 2021</u> Council RESOLVED to re-employ the services of Redwood Pryor Limited to conduct the Internal Audit for year ending 31 <sup>st</sup> March 2021.	JF
20/051	<u>Employee Annual Leave</u> Council RESOLVED to approve the Clerk rolling over 5 days of annual leave entitlement to the new holiday year commencing on 1 <sup>st</sup> April 2021, in line with her employment contract.	ALL
20/052	<u>Website, Domain Name and Email Account Contract Renewal</u> Council RESOLVED to approve the renewal of the annual website, domain name and email account contract with 2Commune Ltd at a cost of £460.00 (exc. VAT).	JF
20/053	<u>Reserves Update</u> Council NOTED the updated reserves position as per the Reserves document circulated to council prior to the meeting.	-

<b>PLANNING</b>			
20/054	<u>21/00103/P3CQ – Charter House Farm, Merrylees Road, Newbold Verdon</u> Prior approval for change of use of an agricultural building to a dwelling (C3) and associated building operations. Council unanimously agreed to a no comment response.		-
20/055	<u>21/00097/FUL – Charter House Farm, Merrylees Road, Newbold Verdon</u> Conversion of agricultural buildings to a dwelling (C3) and construction of an interconnecting link. Council unanimously agreed to a no comment response.		-
20/056	<u>21/00093/HOU – 1 Lord Crewe Close, Newbold Verdon</u> Single storey side extension. Council unanimously agreed to a no comment response.		-
20/057	<u>21/00038/HOU – 47 Peters Avenue, Newbold Verdon</u> Erection of outbuilding (retrospective). Council unanimously agreed to a no comment response.		-
20/058	<u>20/01241/FUL – 91 Dragon Lane, Newbold Verdon</u> Creation of vehicular access to front of property. Council unanimously agreed to a no comment response.		-
<b>20/059 ACCOUNTS AND FINANCE</b>			
Council RESOLVED to approve all payments as set out in the below table and authorise the Clerk to pay these via BACS.			
Ref.	Payee	Description	Amount
BACS	Josie Flavell	Clerk & RFO March Salary	£1709.24
BACS	Glynis Parker	Cleaners March Salary	£585.00
BACS	Michael Parker	Caretakers March Salary	£98.90
BACS	HMRC	March Tax/NI contributions	£767.74
BACS	Viking Direct	Stationery order – Inv. 889362	£57.88
BACS	Burnt Oak Developments	Maintenance fees January and Inv. 02026	£1,183.18
BACS	2Commune Ltd	Annual website contract, email account and website domain name renewal fee – Inv. 3015	£552.00
BACS	Maine Business Systems PLC	Printer contract hire quarterly fee – Inv.161333	£69.98
BACS	Everflow Water	Monthly fee for water services (pavilion/sports ground) – Inv.849522	£133.53
D/D	British Telecommunications	Monthly bill for broadband, parish office phone and mobile Bill: M002 AR	£92.02
D/D	EDF Energy	Electricity services monthly fees (Pavilion)	£191.00
<b>20/060 BALANCE OF ACCOUNTS, RECONCILIATIONS &amp; RESERVES</b>			
Council NOTED all balances. <b><u>Balance of Accounts (December) as at 01.03.2021</u></b>		<b><u>Reserves 2020/21</u></b>	
<ul style="list-style-type: none"> <li>▪ Current Account Balance £20,604.92</li> <li>▪ Reserve Account Balance £131,028.21</li> </ul> <b>TOTAL (at bank) £151,633.13</b>		Council NOTED all Reserves. <ul style="list-style-type: none"> <li>▪ General Reserves £40,000.00</li> <li>▪ Earmarked Reserves               <ul style="list-style-type: none"> <li>- Heritage Walk £17,270</li> <li>- Dragon Lane Phase 2 £46,446.55</li> <li>- Newbold Heath £6,784.44</li> </ul> </li> <li>▪ Free Cash Reserves £44,484.02</li> </ul>	
<b><u>Reconciliations</u></b>			
<ul style="list-style-type: none"> <li>▪ Council RESOLVED to approve the February Reconciliations.</li> </ul>			
<b>20/061 INCOME AND BANK TRANSFERS</b>			
Council NOTED all balances and transfer between accounts.			
Date	Account	Income Received	Amount
29/01/21	Deposit Account	Thomas Bell – all weather pitch Dec fees	£24.00
03/02/21		Transfer from Current AC to Deposit AC – HBBC refund	£26.60
08/02/21		HMRC VAT refund	£22,256.22

	19/02/21		Burial Fee	£125.00
<b>INTER-ACCOUNT TRANSFERS</b>				
	03/02/2021	Current AC to Deposit Account	HBBC refund	£26.60

**20/062 CIRCULATIONS & CORRESPONDENCE**

Council NOTED all circulations.

- LRALC – Round Robin Friday emails
- HBBC – Grant funding emails
- BT – refund cheque for old account
- Police Neighbourhood Watch – emails regarding local issues
- HBBC – elections briefing emails and various press releases

**20/063 ITEMS FOR NEXT AGENDA**

- Grass Clippings – Cricket Club
- Renovation of the Friendly Bench – Quote
- Building Inspector – Pavilion Faults

*In the absence of further business, the meeting closed at 20:25pm*

**Signed:** .....  
Dianne Finney – Chairman

**Date:** 12 April 2021