



AGENDA

THE ANNUAL PARISH COUNCIL MEETING

On Monday 10 May 2020 at 7.00pm

*Council Members are hereby summoned to attend a meeting of
Newbold Verdon Parish Council, to be held at The Sports Pavilion, Alans Way,
Newbold Verdon, Leicester, LE9 9LB*

Please inform the Clerk of your apologies, if you are unable to participate:
Tel: 07483 347773 Email: clerk@newboldverdonpc.org.uk

Signed: *J. Flavell* Josie Flavell, Parish Clerk

ANNUAL MEETING

21/106	ELECTION OF CHAIRMAN
	<ul style="list-style-type: none"> a) To elect a Chairman for the 2021-22 municipal year. b) To approve the Declaration of Acceptance of Office form.
21/107	APOLOGIES
	To receive all apologies.
DECLARATION OF INTERESTS	
21/108	To receive and consider any declaration of disclosable pecuniary or other interests (DPI).
21/109	To receive and consider any dispensations or written requests for dispensation of DPI to consider.
21/110	MINUTES
	To RESOLVE to the Chairman approving the minutes of the meeting held on 12 April 2021.
21/111	APPOINTMENT OF INTERNAL CONTROLLER
	Resolve to reappoint Cllr Martyn Oliver as Internal Control Councillor for the 2021-22 municipal year.
21/112	APPOINTMENT OF REPRESENTATIVES
	Resolve to appoint the following representatives: <ul style="list-style-type: none"> a) Cllr Dianne Finney – Burial Superintendent b) Cllr J Finney – Tree Warden. c) Cllr Bill Crooks – Footpath Warden
21/113	APPOINTMENT TO COMMITTEES
	Resolve to re-appoint the following to all committees and steering groups: <ul style="list-style-type: none"> a) Cllr J Crooks, Cllr B Crooks, Cllr Petcher, Janet Sykes, Dave and Margaret Cope, Cllr D Finney Neighbourhood Plan Steering Committee b) Cllr J Crooks, Cllr D Finney, Cllr Petcher – Resources Committee c) Cllr J Crooks, Cllr B Crooks, Cllr Sheppard-Bools, Cllr D Finney, Pam Cairns, Pam Grice, Marianne Perks and Tim Wright – Parks and Open Spaces (Green Space) Committee d) Cllr D Finney, Cllr Bools-Sheppard, Cllr Petcher – Planning Committee e) Staffing Committee – Cllr J Crooks, Cllr D Finney, Cllr Bools-Sheppard f) Complaints Committee – Chairman and other council members agreed as and when complaints arise
21/114	CHEQUE & BACS SIGNATORIES/AUTHORISATION
	<ul style="list-style-type: none"> a) Resolve to approve the payments/BACS authorisation list. b) Resolve to approve to the current cheque signatory list as per the current bank mandate, i.e. full council with ex-Cllr Davison being removed.

21/115	REVIEW OF MEMBERS INTERESTS
Resolve to accept all updated council member forms received by the Clerk, as the new register of Members Interests.	
21/116	INTERNAL AUDIT
a) To review and NOTE the contents of the final Internal Audit report for year ending 31 st March 2021. b) To review and NOTE the contents of the Clerk/RFO's Audit Action Plan for year ending 31 st March 2021.	
21/117	POLICIES AND PROCEDURES
<u>Policies and Procedures</u> Resolve to adopt all policies and procedures as follows:	
a) Standing Orders	
b) Financial Regulations	
c) Code of Conduct	
d) Training and Development Policy	
e) Complaints Policy & Procedure	
f) Safeguarding Children Policy and Child Protection Policy	
g) Equality Policy	
h) Disciplinary and Grievance Policy	
i) Recruitment Policy	
j) Reserves Policy	
k) Statement of Internal Control	
l) Voice Recording Data Protection Policy	
m) CCTV Policy	
n) Risk Assessments (ALL inc. Covid-19)	
o) Lone Worker Policy	
p) General Data Protection Policies (inc. Subject Access Request Procedure and forms)	
q) Cemetery Regulations and Burial Charges	

ORDINARY MEETING

PUBLIC PARTICIPATION		
21/118	a) To receive reports/statements from the general public. b) To receive monthly reports from the Borough Councillor and County Councillor.	
ITEMS FROM PREVIOUS MINUTES		
21/119	<u>Dragon's Lane Improvements</u> a) To receive an update from the Clerk. b) Resolve to approve to have an extra waste/litter bin installed.	JF JD
21/120	<u>Building Inspector - Pavilion (Min Ref. 20/092)</u> To receive an update from Cllr D Finney.	DF
GENERAL MATTERS		
21/121	<u>Chairman's Annual Report for 2020-21</u> To receive the annual report from the Chairman (Cllr D Finney) for the 2020-21 municipal year, as circulated to council prior to the meeting.	DF
21/122	<u>Astley Computers – Back-up Services</u> Council RESOLVED to renew the annual contract with Astley Computers for the back-up service at a cost of £120.00.	JF
21/123	<u>Memorial Plaques – Increased Fees</u> Resolve to approve the increase in fees for a memorial plaque to be installed at the cemetery from £120 to £135, due to the need to cover the cost of the increase made by G Sellers.	DF
21/124	<u>Market Bosworth FC Presentation Day</u> Resolve to approve the use of the pavilion and pitches all day on 4 th July and receive a report from Chad Brindley.	JF

21/125	<u>Health and Safety Policy</u> Resolve to approve the draft H&S Policy.	JF
21/126	<u>CCTV Alans Way</u> Resolve to approve the cost of £120.00 to have the CCTV hard-drive upgraded to allow for data to be recorded to up to 30 days.	JF
21/127	<u>Alans Way Car Park</u> a) To discuss ideas of how to better utilise the space available. Including ideas received from Market Bosworth FC. b) Discuss whether to move the yellow bollards back to the perimeter of the old car park area to utilise the extra space.	ALL
21/128	<u>Reserves</u> Resolve to approve the recommendations made by the Clerk/RFO for reserves, as per the Reserves report circulated to Council prior to the meeting.	JF
21/129	<u>Death of a Senior Royal Policy</u> Resolve to approve the draft Death of a Senior Royal policy.	JF
21/130	<u>Sports Field Maintenance</u> Resolve to have the sports field slit up to 4 times during the year at a cost of £1,280. Cost to be met by the budget and reserves.	JF
21/131	<u>Main Street Shrubs</u> Resolve to get the shrubs on Main Street (opposite the shops) cut back.	JD
21/132	<u>Leicestershire & Rutland Playing Field Association Annual Membership</u> Resolve to renew the annual membership at a cost of £30.00	JF
21/133	<u>Speed Indicator Device</u> To discuss the need for a new one and where it should be positioned if agreed.	ALL
21/134	<u>Disabled Parking Bay Request</u> To discuss the request made by a resident of Alans Way for council to have the area outside of his property cross hatched or the white lines reinstated, to stop obstructive parking.	JF
21/135	<u>Heritage Board Project Working Group</u> a) Resolve to create a working group for this project made up of Cllr D Finney, the Clerk and Mr Roger King. b) Resolve to agree the draft terms of reference for this group.	JF/DF
21/136	<u>Toddler Play Equipment Replacement Seats</u> Resolve to ratify the decision made by the Clerk for Anmic Consulting to create and install new seats to replace the three rotten ones at a cost of £119.32.	JF
21/137	<u>Delegation of Authority</u> In response to the remote meeting legislation expiring on 7 th May 2021 and in the event that it is not possible to convene a meeting of the council in a reasonable time, Council to resolve to give the Clerk delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.	ALL
PLANNING APPLICATIONS		
21/138	<u>21/00408/HOU – Holly House, Brascote Lane, Newbold Verdon</u> Single Storey extension at front, two storey extension at rear, single storey extension at side of house.	JF
21/139 ACCOUNTS		
<u>Accounts for Payment – Current Account</u>		
<ul style="list-style-type: none"> Resolve to approve all payments being made, as set out in the table below. 		

Ref.	Payee	Description	Amount
BACS	Josie Flavell	Clerk's May Salary – TBC by Autela Payroll	£1786.08
BACS	Glynis Parker	Cleaners May Salary – TBC by Autela Payroll	£584.92
BACS	Michael Parker	Caretakers May Salary – TBC by Autela Payroll	£98.80
BACS	HMRC	Tax and NI contributions for May – TBC by Autela Payroll	£678.66
BACS	NEST Pension	Employee and Employers contribution to Clerk's pension	£TBC
BACS	Josie Flavell	Clerks expenses – reimbursement for purchase of blue paper towels, USB sticks for CCTV,	£40.74
BACS	Burnt Oak Developments	Monthly maintenance and grass cutting fees – Inv. TBC	£1,183.18
BACS	Redwood Pryor Internal Audit Services	Completion of the Internal Audit for year ending 31 st March 2021	£510.00
BACS	Anmic Consulting	Refurbishment of Friendly Bench – Inv. A19-NVP-13	£403.00
BACS	Waterplus	Cemetery water supply fees – Inv. TBC	£9.68
BACS	John Unwin Electrical Contractors Ltd	Replacing old broken heater at the pavilion – Inv. 3346	£176.40
BACS	LRALC	Training course fee – getting your employees back to the work place safely. Inv. 19/1755	£25.00
D/D	Everflow	Water services monthly fees – Alans Way Pavilion	£135.00
D/D	EDF Energy	Monthly electricity fees	£191.00
BACS	British Telecommunications PLC	Monthly broadband, mobile and telephone costs Bill: M005 M6	£49.55

21/140	Balance of Accounts (as at 30.04.2021)		Reserves																										
	<p>To NOTE the balances and reconciliations for April 2021.</p> <ul style="list-style-type: none"> ▪ Current Account Balance £12,067.33 ▪ Deposit Account Balance £149,182.38 ▪ Reconciliations for April 2021 		<table border="0"> <tr><td>Dragon Lane Phase 2</td><td style="text-align: right;">£47,247.04</td></tr> <tr><td>Heritage Walk</td><td style="text-align: right;">£17,270.00</td></tr> <tr><td>Newbold Heath (Green Energy)</td><td style="text-align: right;">£10,080.96</td></tr> <tr><td>Adult Gym Equip.</td><td style="text-align: right;">£8,158.00</td></tr> <tr><td>Library Website</td><td style="text-align: right;">£1,375.00</td></tr> <tr><td>PPE Equipment</td><td style="text-align: right;">£500.00</td></tr> <tr><td>Sports Pavilion</td><td style="text-align: right;">£5,693.00</td></tr> <tr><td>Sports Ground and All Weather</td><td style="text-align: right;">£4,640.00</td></tr> <tr><td>Heritage Board Project</td><td style="text-align: right;">£600.00</td></tr> <tr><td>Memorial Garden</td><td style="text-align: right;">£1,000.00</td></tr> <tr><td>Cemetery Memorial Garden</td><td style="text-align: right;">£2,000.00</td></tr> <tr><td>General Reserves</td><td style="text-align: right;">£51,357.00</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">£145,388.00</td></tr> </table>		Dragon Lane Phase 2	£47,247.04	Heritage Walk	£17,270.00	Newbold Heath (Green Energy)	£10,080.96	Adult Gym Equip.	£8,158.00	Library Website	£1,375.00	PPE Equipment	£500.00	Sports Pavilion	£5,693.00	Sports Ground and All Weather	£4,640.00	Heritage Board Project	£600.00	Memorial Garden	£1,000.00	Cemetery Memorial Garden	£2,000.00	General Reserves	£51,357.00	TOTAL
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21/141	Income			
	Date	Account	Income Received	Amount
	01/04/21	Deposit Account	NV Cricket Club – monthly rent fee	£166.66
	07/04/21		Busby & Sons – memorial fee	£125.00
	13/04/21		Hinckley and Bosworth Borough Council	£42,438.00
	23/04/21		Heart of England Co-op – Burial fee and burial plot reservation fee	£750.00
	23/04/21		Rural Community Grant (PPE)	£500.00
	27/04/21		Burial Fee	£500.00
	TOTAL			£44,479.66
INTERNAL BANK TRANSFERS				
	Date	Account	Income Received	Amount
	21/04/21	Deposit Account to Current Account	Transfer to bolster funds.	£30,000.00

CIRCULATIONS TO NOTE

21/142	<ul style="list-style-type: none"> ▪ LRALC – Round Robin News ▪ ACRE – Covid 19 information – reopening halls safely ▪ HBBC – planning notification ▪ Chad Brindley – Market Bosworth Presentation Day ▪ Email: Resident Alans Way – request for cross hatching lines outside of his property
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