



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING

On Monday 12 April 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

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: 5 Members of Public

MINUTES

OPENING PROCEDURES

In honour of the passing of HRH Prince Philip, The Duke of Edinburgh, Council held a minute's silence prior to the meeting starting.

20/064	There were no apologies reported.
20/065	OPEN MEETING (Public Participation) a) The Chairman of Market Bosworth FC report asked to speak under agenda item 20/080. Council unanimously agreed to this. b) Monthly reports were received from Borough Councillor J Crooks and County Councillor B Crooks, which were both circulated prior to the meeting and can be found on the Parish Council website.
20/066	a) Cllr J Crooks and Cllr B Crooks declared an interest in all Planning items due to a conflict of interest being members of the HBBC Planning Committee. b) Cllr Bates declared an interest under item 20/081 Neighbourhood Plan, due to being a local landowner.
20/067	There were no dispensations or written requests for dispensation of DPI to consider.
20/068	MINUTES – Council RESOLVED to Chairman Finney approving the minutes of the Ordinary Meeting held on 01 March 2021, as a true and accurate record.

ITEMS FROM PREVIOUS MINUTES

20/069	<u>Dragon Lane Project (Min Ref. 20/036)</u> a) The Clerk reported that the installation of the lighting bollards has been completed and the CCTV supplier has installed the mast and camera head. Western Power are due to make the connection from Dragon Lane to the new substation on 6 th May. After which, the EDF Engineer will install and connect the lighting meter. Cllr Oliver reported that there are trip hazards as the runner matting isn't fed into the soil correctly and needs rectifying. Maybe to be built up with more soil. The benches are looking fantastic. Cllr B Crooks reported that the play equipment is being well used, which is great to see. b) Council RESOLVED to approve the MA1603 invoice £17,956.13 (exc. VAT) for Valuation 2 of the Dragon Lane improvement works. c) Council RESOLVED to approve the installation of the CCTV and information board signage installation costs of £620.00 by Anmic Consulting.	JF
20/070	<u>Library Website History Update (Min Ref. 20/037)</u> Cllr J Crooks reported that a cheque for £1374.42 from Newbold Verdon Library has been received, bequeathed to the Parish Council to be ringfenced for the Library website.	JC

GENERAL MATTERS		
20/071	<u>Year End Accounting Statement & Bank Reconciliation</u> Council NOTED the contents of the year end Finance Report, Accounting Statement and Bank Reconciliation for year ending 31 st March 2021, as circulated to council prior to the meeting.	-
20/072	<u>SECTION 01 Annual Governance & Accountability Return – year ending 31st March 2021</u> Council RESOLVED to the Clerk/RFO and Chairman approving Section 01 of the AGAR for year ending 31 st March 2021.	-
20/073	<u>SECTION 01 Annual Governance & Accountability Return – year ending 31st March 2021</u> Council RESOLVED to the Chairman approving Section 02 of the Annual Governance and Accountability Return - Accounting Statement - for financial year ending 31 st March 2021.	-
20/074	<u>Internal Audit – year ending 31st March 2021</u> a) Council NOTED the contents of the Interim Internal Audit Report. b) Council NOTED the contents of the Clerk’s Interim Internal Audit Action Plan. Council asked for their thanks to be recorded for the Clerk’s hard work.	-
20/075	<u>Regular Payments List 2021</u> Council RESOLVED to approve the revised Regular Payments List, as circulated to Council prior to the meeting.	-
20/076	<u>HBBC Trade Waste Contract 2021</u> a) Council RESOLVED to approve the annual contract for the collection of waste and recycling from the Cemetery and Alans Way Sports Field with Hinckley & Bosworth Borough Council. b) Council NOTED the price increases, as circulated to Council prior to the meeting. Trade Waste recycling bin need to be moved to weekly collections. The Clerk is to circulate the extra costs for formal approval at the May meeting. Litter Picking – individuals helping within the community can register with HBBC and have their own picking group and the bags of rubbish collected for free.	-
20/077	<u>Deep Water Signs</u> Council RESOLVED to approve and ratify the purchase and installation costs for the ‘Danger Deep Water’ signs for the Sports Ground at Alans way, at cost of £187.50. Council agreed to a third sign being installed with a budget of £100.	JF
20/078	<u>Line Marking Spray</u> Council RESOLVED to approve and ratify the purchase of line marking spray for the cemetery at a cost of £12.66 and to reimburse the Clerk for this cost.	JF
20/079	<u>HBBC Parish Initiative Fund Grant Application</u> The Clerk reported that the grant application has gone to committee and it is likely the application will be successful. However, HBBC can only fund 50% of the lowest quote and Council need to fund the remaining 50%. Council RESOLVED to match fund 50% of this project, as per the email received from HBBC and circulated prior to the meeting, at a cost of circa £6,000. Another cheque has also been received from the Newbold Verdon Action Group, bequeathed to the Parish Council for ring-fencing towards the adult gym equipment at an amount of £2357.78. The Clerk is to send a letter of thanks to the Action Group.	JF
20/080	<u>Market Bosworth Football Club</u> a) Council RESOLVED to approve the amended contract, as reviewed by Council prior to the meeting. b) Mr Mark Roscoe the Chairman of Market Bosworth FC was authorised to speak during this item, who introduced himself and explained the request to extend the sport field in the future to create new football pitches, as per the letter circulated to Council prior to the meeting. It was mentioned that parking is currently an issue in Alan’s Way with the football traffic during swap over between matches. Mr Roscoe stated the request is for Council to consider only at the moment and they are not looking for approval at this stage. approve it and reported that the parking issue will be taken back to the committee and will also put a parking attendant in place each weekend. Council RESOLVED to note the request and revisit this in the future.	JF

20/081	<p><u>Neighbourhood Plan – Regulation 14</u></p> <p>a) Council RESOLVED to approve the comments made in the Regulation 14 Comments Response document and agreed for the Clerk to confirm that Council are happy for these to be submitted to HBBC by the NHP Consultant.</p> <p>b) Increase in housing requirement - Council agreed to hold a meeting with the NHP Consultant Gary Kirk, to discuss this issue and find a way forward.</p>	JF
20/082	<p><u>Annual Play Area Inspections</u></p> <p>Council NOTED that ROSPA has been booked for May, to conduct the annual inspections to both Heritage Walk and Dragon Lane Recreational Ground and RESOLVED the cost of £250 to £300 for both.</p>	JF
20/083	<p><u>Speed Kills and School Keep Clear Markings</u></p> <p>a) Cllr B Crooks reported that the school are continually having parking problems and that he has asked LCC Highways to come and conduct a site visit, which will be taking place soon. Nailstone Parish Council have applied to Calor Gas for funding to help with parking issues. The Clerk is to contact their Clerk for the grant information to apply for parking signs.</p> <p>b) See above item</p> <p>c) Council RESOLVED to write to LCC to support the school's request for 'School Keep Clear' road markings.</p>	JF
20/084	<p><u>Pavilion – Building Quotes/Storage Unit</u></p> <p>a) Council RESOLVED to approve the quote from W.Aris Builders for a cost of £2,395.00 out of the three quotes circulated prior to the meeting regarding the fire proofing and insulation works at the sports ground pavilion.</p> <p>b) The Clerk reported she had looked into costs for a temporary storage unit for the Cricket Club equipment and the costs are too high to consider hiring. Council agreed that the Cricket Club could utilise the brick building at the other end of the sports field or the all weather pitch. Both can be locked.</p> <p>c) Rick Bell (NVCC Treasurer) was allowed to speak during this item and agreed that the Cricket Club would purchase 2 x safety cans for the storage unit. Mr Bell also stated that the mowers and ride-on-mower hold less than 10 litres between them.</p> <p>The Clerk to write to the committee to confirm all of the above.</p>	JF
20/085	<p><u>Newbold Verdon Gardening Club Application</u></p> <p>Council reviewed the request by the NVGC for Council to purchase a new plant trough for a cost of up to £100 for Brascote Lane, due to the current one having rotted away. Council RESOLVED to this cost and replace this trough.</p>	JF
20/086	<p><u>CCTV Camera Replacement</u></p> <p>Council RESOLVED to approve and ratify the purchase of a new CCTV camera for Alans Way pavilion, to replace the camera broken by youths playing football, at a cost of £55.00.</p>	-
20/087	<p><u>Asset Register</u></p> <p>Council NOTED the revised Asset Register, as circulated to Council prior to the meeting.</p>	-
20/088	<p><u>Insurance Policy Additions and Premium</u></p> <p>Council RESOLVED to approve the additional premium charged for adding further items to the insurance policy for Dragon's Lane Recreational Ground improvements, at a cost of £104.19.</p>	JF
20/089	<p><u>Heritage Board Project</u></p> <p>a) The Chairman reported that in conjunction with Roger King, a draft board with artwork will be created to circulate to council in due course and feel that the board should be installed on the verge near to the Church. Council feel this isn't the right area and Cllr Oliver suggested by the rectory would be best placed. It needs to remain in the conservation area, so Council will discuss this at a later date.</p> <p>b) Council RESOLVED to match fund the grant award by up to 50% of the total cost, i.e. circa £500/600.</p>	JF

20/090	<u>Remote Meetings Update</u> a) The Clerk reported the situation concerning the Covid-19 regulations and that the remote meetings regulation would cease on 7 th May. b) Council RESOLVED to use the pavilion socially distanced for future meetings and create a plan of action concerning the general public, should the Covid-19 regulations not be extended.	JF
20/091	<u>Grass Clippings</u> Council agreed to a compost area being created in the area on the right hand side of the entrance gates.	JF
20/092	<u>Building Inspector</u> Council RESOLVED to employ the services of a building inspector, to have the pavilion fully inspected, to enable any raised issues to be dealt with, and for the Clerk to gain quotes for the next meeting.	DF
20/093	<u>Sports Field Land Drainage</u> The Clerk agreed to gain a further 2 quotes.	JF

PLANNING

20/094	<u>21/00120/FUL – Hall Farm, Main street, Newbold Verdon</u> Conversion of 3no. agricultural barns to mixed use office/retail units (Class E). Council RESOLVED to write to HBBC regarding the parking and it being a material consideration if the application is successful. Positioning in the road, end of a cul-de-sac, lacking of parking for current residents and weddings and funerals.	JF
20/095	<u>21/00121/LBC – Listed Buildings Consent - Hall Farm, Main Street, Newbold Verdon</u> Conversion of 3no. agricultural barns to mixed use office/retail units (Class E). Council RESOLVED to a no comment response. See above minute reference 20/094.	JF
20/096	<u>20/00472/FUL – APPEAL The Swan, 22 Main Street, Newbold Verdon</u> Change of use conversion of public house (use Class A4) to one dwelling (Use Class C3) including part demolition of existing structure and extensions and alterations. Council RESOLVED noted the appeal.	JF
20/097	<u>21/00206/FUL – 64 Dragon Lane, Newbold Verdon</u> Single storey rear extension. Detached one bedroom annexe. Dropped kerb. Demolition of existing garage, side and rear extensions. Council RESOLVED to a no comment response.	JF
20/098	<u>21/00208/FUL – Miners Welfare, Dragon Lane, Newbold Verdon</u> Change of use of former Miners Welfare Club to single dwelling and associated extensions and alterations. Council RESOLVED to a no comment response.	JF

20/099 ACCOUNTS AND FINANCE

Council RESOLVED to approve all payments as set out in the below table and authorised the Clerk to pay these via BACS.

Ref.	Payee	Description	Amount
BACS	Michael Parker	Caretakers expenses: paint for pavilion decorating and postage for sending items to the clerk	£70.26
BACS	Josie Flavell	Clerk's expenses: line marking spray for cemetery.	£12.66
BACS	Ecovision	Replacement CCTV camera – Inv. 6488	£55.00
BACS	Burnt Oak Developments	Maintenance fees March and Inv. 02047	£1,183.18
BACS	LRALC	Appraisals training course – Inv. 40.00	£40.00
BACS	Wellers Hedley Solicitors	Legal fees for Cricket Club Lease Agreement – Inv.803421	£420.00
BACS	EDGE IT	Financial Year End Course fee – Inv. 34996	£48.00
BACS	Your Locality	Neighbourhood Plan Consultant fees – Inv. NVPC/013	£2,400.00
BACS	Safety Signs for Less	2 x Danger Deep Water signs – Inv. 2894335	£25.50

D/D	British Telecommunications	Monthly bill for broadband, parish office phone and mobile Bill: M003 EV	£52.02
BACS	Josie Flavell	Clerk & RFO April Salary – amount to be confirmed by new payroll supplier but has been calculated using HMRC tool	£1,785.88
BACS	Glynis Parker	Cleaners April Salary	£585.00
BACS	Michael Parker	Caretakers April Salary	£98.90
BACS	HMRC	April Tax/NI contributions – amount to be confirmed by new payroll supplier	£491.62
BACS	Josie Flavell	Clerk's expenses: mileage to visit HSBC Rugby x 2, to pay in two separate cheques. Plus car parking fees.	£15.66
BACS	Willy Albans & Sons Ltd	Dragon Lane Improvements PHASE 2 – Valuation 2	£21,547.36
BACS	TP Jones & Co LLP	Final Payroll fees for Quarter 4 (year-end) – Inv. TPJ/P915	£79.20
D/D	Everflow	Monthly water services fees – Inv. 889751	£127.77
D/D	EDF Energy	Electricity services monthly fees (Pavilion)	£191.00
BACS	Arthur J. Gallagher T/A Came and Company Ltd	Changes to insurance policy (increase of premium) – Inv. 506017491	£104.19
BACS	Anmic Consulting	Supply and installation of new window glass to 5no windows at the sports pavilion – Inv. NVP-011	£377.74
BACS	Anmic Consulting	Installation of 2 x deep water signs by the ditch at the bottom go the sports field. Inv. A19-NVPC-12	£162.00
BACS	Burnt Oak Developments	Monthly maintenance fees – Inv. 02071	£1,183.18
BACS	British Telecommunications	Monthly office phone, mobile and broadband fees inc. late payment fee for last month – Inv. M004 I7	£92.26
BACS	LRALC	Annual membership fee for 2021-22 – Inv. 19/1654	£592.53
D/D	Hinckley & Bosworth Borough Council	Quarter 1 Dog and litter bin collection fees – Inv. 4001944712	£524.16
D/D	Hinckley & Bosworth Borough Council	Quarter 1 Trade Waste Bin collection fees – Inv. 4001943179	£318.18

20/100 ACCOUNTS RATIFICATION

Council RESOLVED to ratify the decision made by full Council between meetings, to clear all outstanding March payments early – as highlighted in green in the above payments table - via BACS, to aid the year-end process.

20/101 BALANCE OF ACCOUNTS, RECONCILIATIONS & RESERVES

Balance of Accounts as at 31.03.2021

Council NOTED all balances.

- Current Account Balance £10,685.69
- Reserve Account Balance £134,702.72

TOTAL £145,388.41

Reconciliations

- Council approved the March Bank Reconciliations

Reserves 2021/22

Council NOTED all reserves.

- General Reserves £42,428.00
- Earmarked Reserves
 - Heritage Walk £17,270
 - Dragon Lane Phase 2 £46,446.55
 - Newbold Heath £10,080.96
- **Free Cash Reserves £29,162.90**

20/102 INCOME AND BANK TRANSFERS

Council NOTED all income.

Date	Account	Income Received	Amount
03/03/21	Deposit Account	Green Energy Grant	£3,296.52
05/03/21		Bank Interest	£2.99
12/03/21		Burial Fee	£125.00
19/03/21		Burial Fee	£125.00
29/03/21		Burial Fee	£125.00

20/103 INTERNAL CONTROL & FINANCE REPORT – QUARTER 4

- a) Council NOTED the approval of the year end (Quarter 4) accounts / Internal Control review, as conducted by Internal Controller Cllr Oliver.
- b) Council NOTED the VAT return/claim for £5,877.96 for Quarter 4 / Year-end, has been submitted to HMRC.
- c) Council NOTED the contents of the year-end Finance Report, as circulated to council prior to the meeting.

20/104 CIRCULATIONS & CORRESPONDENCE

Council NOTED all circulations and correspondence.

- LRALC – Round Robin Friday emails
- HBBC – Grant funding emails
- HBBC – trade waste collection price increase
- HSBC – changes to banking charges
- Police Neighbourhood Watch – emails regarding local issues
- Halls Together – Covid-19 re-opening information.
- PWLB – year-end loan statement

20/105 ITEMS FOR NEXT AGENDA

- New speed indicator display device
- Update Friendly Bench
- Building Inspector

In the absence of further business, the meeting closed at 20:24pm

Signed:
Chairman

Date: 10 May 2021