



## ORDINARY PARISH COUNCIL MEETING

On Monday 05 July 2021 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](mailto:clerk@newboldverdonpc.org.uk)

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

**Public Participation:** Members of the public and press are invited to address Council on any matter relating to the business to be transacted during the public session. Up to 20 minutes will be set aside for this purpose.

### AGENDA

<b>21/168</b>	<b>PUBLIC OPEN SESSION</b>	
	To receive reports/views from members of the public regarding business to be transacted (agenda items).	
<b>21/169</b>	<b>APOLOGIES</b>	
	To receive all apologies.	
<b>DECLARATION OF INTERESTS</b>		
21/170	To receive and consider any declaration of disclosable pecuniary or other interests (DPI).	
21/171	To receive and consider any dispensations or written requests for dispensation of DPI to consider.	
<b>21/172</b>	<b>MINUTES</b>	
	Resolve to the Chairman Finney approving the minutes of the Annual Parish Council meeting held on 07 June 2021.	
<b>ITEMS FROM PREVIOUS MINUTES</b>		
21/173	<u>Dragon's Lane Improvements (Min ref. 21/149)</u> a) To receive an update from the Clerk regarding the CCTV and metre installation.. b) Resolve to approve the final valuation and invoice for completion of Phase 2, from Willy Albans and Sons Ltd at a cost of £13,889.02 +VAT.	JF
21/174	<u>Building Inspection (Flooring) - Pavilion (Min Ref. 21/150)</u> To receive an update concerning the flooring Contractor.	JF
21/175	<u>Speed Indicator Device (Min Ref. 21/151)</u> To receive an update concerning the purchase of a new SID and subsequent report received from LCC Highways concerning the Brascote Lane 30mph speed restriction.	JF
21/176	<u>Heritage Board Project Working Group</u> a) To receive an update from Chairman Finney. b) Resolve to approve for the Clerk to apply for planning permission between meetings and pay any cost involved for this process.	DF
21/177	<u>Council Email Accounts (Min Ref. 21/159)</u> a) Resolve to approve the extra cost of £50 to have the Clerk's current email account migrated to the new .gov.uk account. b) Resolve to approve to have the website domain name changed to newboldverdonparishcouncil.gov.uk at a cost of £200.00 +VAT and then £150 every two years thereafter, to allow for all council email accounts to be converted also.	JF

21/179	<u>Arnolds Crescent POS (Min Ref. 21/160)</u> To consider and approve the quote received from Burnt Oaks to cut the hedge back.	JF
21/180	<u>Newbold Verdon Gardening Club Planting (Min Ref. 21/161)</u> a) Resolve to agree to the Clerk paying the invoice for the new plants which the Gardening Club have planted in the village tubs at a cost of £287.20. b) Resolve to agree to use another source to complete the flower tubs annually and send a letter of thanks to the Gardening Club for their service over the years. c) Resolve to the Clerk sending a letter of thanks to Newbold Verdon Saw Mill for donating a new flower trough to the Parish Council.	DF/JF
<b>GENERAL MATTERS</b>		
21/181	<u>Delegation of Authority</u> In response to the remote meeting legislation expiring on 7 <sup>th</sup> 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
21/182	<u>Mallory Close Vegetation</u> a) To note the consultation responses received from residents and approve the proposal/recommendation put forward by the Clerk and Chairman. b) Resolve to approve for the Clerk and Chairman taking action between meetings to move this project forward and for all necessary purchases to be made also and approved retrospectively at the September meeting. c) Resolve to add this to the maintenance contract once the project is complete.	ALL
21/183	<u>Increase in Hours – Clerk/RFO</u> To consider and resolve to approve the increase in the Clerk's hours from 30 to full time at 37 hours per week commencing 1 <sup>st</sup> July 2021, as per information circulated to Council prior to the meeting.	ALL
21/184	<u>War Memorial Garden</u> To consider and approve the quote received from Burnt Oaks to cut back the hedge, weed kill and sort out the remaining plants/flowers.	ALL
21/185	<u>Cemetery Memorial Garden Refurbishment</u> a) To receive a report from Chairman Finney. b) Resolve to approve the plan put forward and agree for the Clerk and Chairman to utilise the ear-marked reserves of £2,000 to start the project.	DF
21/186	<u>Remembrance Sunday</u> To receive a report from Cllr J Crooks regarding this years' service.	JC
21/187	<u>Jubilee Celebrations</u> a) To discuss if an event should be held to commemorate the Jubilee. b) To discuss and agree to set up a working party, should minute reference 21/186(a) be approved.	JC
21/188	<u>Employee Overtime Approval</u> a) Resolve to approve overtime to be paid to the Cleaner (Glynis Parker) for any extra hours worked to ensure the pavilion is kept Covid-19 secure. b) Resolve to approve overtime to be paid to the Clerk (Josie Flavell) for any extra hours worked in relation to the Neighbourhood Plan.	ALL
21/189	<u>Heritage Walk Play Area Equipment</u> a) To note all comments received concerning the public consultation regarding equipment. b) Resolve to approve one of the three quotes received from play equipment suppliers.	JF

21/190	<u>Parish Initiative Fund Update</u> a) To receive an update on the grant application. b) Resolve to approve one of the three quotes received, as circulated to council prior to the meeting.	JF
21/191	<u>Neighbourhood Plan Update</u> To receive a report from the Clerk.	JF
21/192	<u>Ratification of Retrospective Decisions</u> a) Resolve to approve the retrospective decision made between meetings to replace the zip wire seat at a cost of £99.99. b) Resolve to approve the retrospective decision made between meetings to purchase 4no. traffic cones at a cost of £55 and 2no. bottles of Graffiti Go! at a cost of £22.65 and to reimburse the Clerk the same. c) Resolve to approve the retrospective decision made between meetings to purchase PPE equipment for the Cleaner at the cost of £29.97 and to reimburse the Clerk the same.	ALL
21/193	<u>Pavilion Maintenance</u> a) To receive a report from Chairman Finney and resolve a course of action to remedy the immediate problems, such as mould in the toilet block. b) Resolve to the Clerk purchasing a smoke alarm to be fitted to the storage room and to organise a contractor between meetings.	DF
21/194	<u>Borough Council Consultation – The Gambling Act</u> To consider the changes made to this 'Act' and agree a comment response.	ALL
21/195	<u>School Parking</u> To receive a report from Cllr Oliver.	MO
21/196	<u>Electric Scooters</u> To receive a report from Cllr Oliver.	MO
21/197	<u>Village Homecare Update</u> To receive an update from the Clerk as to whether Village Homecare are returning to the sports pavilion.	JF
21/198	<u>Baptist Church Cobbled Area</u> a) To approve the quote received from Burnt Oaks for weed killing and clearing the cobbles. b) To receive an update from the Clerk regarding the transfer of this are to the Church.	JF
21/199	<u>Upgrading of Security Locks</u> a) Resolve to approve the quote received of £190.00 to have the locks upgraded on both the Dragon Lane electrical box and all weather pitch lighting box. b) Resolve to approve for the Clerk to request the Locksmith to also upgrade and locks on the CCTV control cabinet at Dragon Lane.	JF
21/200	<u>Market Bosworth AFC – School Holiday Camps</u> a) Resolve to the Football Club running school holiday camps at the sports field and agree a fee for this usage. b) To consider and agree to create a Sports Club Working Group to allow the two clubs to communicate with council every month, share ideas etc., with Cllr Andrew Tessier and the Clerk as its council representatives/members.	JF
<b>PLANNING APPLICATIONS</b>		
21/201	<u>21/00497/HOU – Church Farm, 16 Main Street, Newbold Verdon</u> Erection of timber summerhouse in rear garden.	ALL
21/202	<u>21/00713/HOU – 16 Peters Avenue, Newbold Verdon</u> Single storey front extension.	ALL
21/203	<u>21/00308/HOU – 20 Brascote Lane, Newbold Verdon</u> Two storey rear extension and alterations to porch and render.	ALL
21/204	<u>21/00758/HOU – 75 Desford Road, Newbold Verdon</u> Single storey rear extensions.	ALL

21/205	<u>Hinckley &amp; Bosworth Local Plan (Regulation 18) Consultation</u> To agree a comment response to the Draft Local Plan.	ALL
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## 21/206 ACCOUNTS

### Accounts for Payment – Current Account

- a) Resolve to approve all payments being made, as set out in the table below.  
b) Resolve to the Clerk making payment of all invoices received between the July and September meeting, with Council approving an emailed payments approval list in advance.

Ref.	Payee	Description	Amount
BACS	Josie Flavell	Clerk's July Salary	£1698.88
BACS	Glynis Parker	Cleaners July Salary	£586.20
BACS	Michael Parker	Caretakers July Salary	£98.70
D/D	NEST Pension	Employee and Employers contribution to Clerk's pension	£76.22
BACS	HMRC	Quarter 1 Tax and NI	£2067.74
BACS	Michael Parker	Caretaker expenses – purchase of cover for key safe (Alans Way)	£9.40
BACS	Burnt Oak Developments	Monthly maintenance and grass cutting fees and installing vertidrain of entire sports turf – Inv. 02137	£2,503.18
BACS	Anmic Consulting	Installation of windows at pavilion, zip wire seat including chain – Inv. A19-NVP-16	£178.15
BACS	Anmic Consulting	Repair of toddler safety gates at Dragon Lane – Inv. A19-NVP-15	£38.01
BACS	British Telecomm	Monthly office phone bill, broadband and mobile phone fees – Bill: M006 QT	£52.26
BACS	Josie Flavell	Traffic Cones – Seton Inv. 9303332064 Graffiti Go! – Univar Speciality Consumables Inv. 6122541 PPE Aprons & Shoe Covers for cleaner – Amazon	£112.54
BACS	UK Safety Store	NO PARKING signs for main gates at Alans Way	£25.56
BACS	Seton	Fire safety signage (pavilion/sports ground), Deep Water signage – Inv. 9303336580	£90.38
BACS	Seton	Fire safety signage (pavilion/sports ground), CCTV signs – Inv. 9303335310	£158.56
BACS	Seton	Purchase of extra Fire safety signs – Inv. 930334393	£103.72
BACS	ROSPA Play Safety	Annual play inspection fees – Inv. 56085	£261.00
BACS	Willy Albans & Sons Ltd	Final valuation fee for Dragon Lane Improvements – Inv. MA1616	£16,678.82
BACS	Newbold Verdon Gardening Club	Planting of community flower tubs	£287.20
BACS	Ecovision	Upgrade of CCTV hardrive at the Sport Pavilion Alans Way – Inv. 6621	£150.00
BACS	Dianne Finney	Reimbursement for paying fee for removal of waste at Alans Way	£12.00
BACS	Waterplus	Cemetery water services fee – Inv. 04596534	£96.75
BACS	Technology Solutions	Installation of CCTV system at Dragon Lane – Inv. 57555	£10,303.20
D/D	Hinckley & Bosworth Borough Council	Quarterly trade waste and litter bin collection fees – Inv. 4002128896	£318.18
D/D	Hinckley & Bosworth Borough Council	Quarterly dog waste bin collection fees – Inv. 4002130143	£524.16
D/D	Everflow	Water services monthly fees – Alans Way Pavilion Inv. 1013865	£134.53
D/D	Public Works Loans Board	Half yearly loan repayment	£4,094.06
D/D	EDF Energy	Monthly electricity fees	£191.00

21/207	<b><u>Balance of Accounts (as at 30.06.2021)</u></b>  To NOTE the balances and reconciliations for June 2021. <ul style="list-style-type: none"> <li>▪ Current Account Balance £17,768.03</li> </ul>	<b><u>Reserves</u></b> Heritage Walk £17,270.00 Newbold Heath (Green Energy) £10,080.96 Adult Gym Equip. £8,158.00 Library Website £1,375.00
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	<ul style="list-style-type: none"> <li>▪ Deposit Account Balance £141,115.30</li> <li><b>TOTAL                                   £158,883.33</b></li> <li>▪ Reconciliations for June 2021</li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">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;">£1350.00</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><u>General Reserves</u></td> <td style="text-align: right;"><u>£51,357.00</u></td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£104,023.96</b></td> </tr> </table>	PPE Equipment	£500.00	Sports Pavilion	£5,693.00	Sports Ground and All Weather	£4,640.00	Heritage Board Project	£1350.00	Memorial Garden	£1,000.00	Cemetery Memorial Garden	£2,000.00	<u>General Reserves</u>	<u>£51,357.00</u>	<b>TOTAL</b>	<b>£104,023.96</b>																		
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<b>QUARTERLY FINANCE REPORTS</b>																																				
21/209	<ul style="list-style-type: none"> <li>a) To NOTE the review and approval of the quarterly accounts (Quarter 1) by Internal Control Cllr Oliver.</li> <li>b) To receive and NOTE the contents of the quarterly finance and budget report.</li> <li>c) To NOTE the VAT claim made by the Clerk/RFO for Quarter 1.</li> </ul>																																			
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21/210	<ul style="list-style-type: none"> <li>▪ LRALC – Round Robin News</li> <li>▪ ACRE – Covid 19 information – reopening halls safely</li> <li>▪ HBBC – planning notification</li> </ul>																																			
21/211	<b>ITEMS FOR NEXT AGENDA</b>																																			