



MINUTES THE ANNUAL PARISH COUNCIL MEETING

Monday 10 May 2021 at 7:00pm

The meeting was held at the Sports Pavilion, Alans Way, Newbold Verdon, LE9 9LB

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 Tessier, Cllr Bates, Cllr Oliver, Cllr Dowell

Clerk: Josie Flavell (Mrs)

Public: 5 Members of Public

ANNUAL MEETING

21/106 ELECTION OF CHAIRMAN

- a) Council RESOLVED to elect Cllr Dianne Finney as Chairman for the 2021-22 municipal year via a vote, with five votes to four in favour of Cllr Dianne Finney.
- b) Cllr Dianne Finney approved the Declaration of Acceptance of Office form.
- The bi-election took place on 6th May 2021 and Council welcomed new Parish Councillor, Andrew Tessier.

21/107 APOLOGIES

Cllr Clement Petcher (shielding) – accepted.

DECLARATION OF INTERESTS

21/108 Cllr J Crooks and Cllr B Crooks declared an interest in all planning matters Min. Ref. 21/138.

21/109 There were no dispensations or written requests for dispensation of DPI to consider.

21/110 MINUTES

Council RESOLVED to the Chairman approving the minutes of the meeting held on 12 April 2021, as a true and accurate record.

21/111 APPOINTMENT OF INTERNAL CONTROLLER

Council RESOLVED to re-appoint Cllr Martyn Oliver as Internal Control Councillor for the 2021-22 municipal year.

21/112 APPOINTMENT OF REPRESENTATIVES

Council RESOLVED to appoint the following representatives:

- a) Cllr Dianne Finney – Burial Superintendent
- b) Cllr J Finney – Tree Warden
- c) Cllr Bill Crooks – Footpath Warden

21/113 APPOINTMENT TO COMMITTEES & WORKING GROUPS

Council RESOLVED to re-appoint the following to all committees and steering/working groups:

- a) Cllr J Crooks, Cllr M Sheppard-Bools, 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 Boole-Sheppard	
f) Complaints Committee – Chairman and other council members agreed as and when complaints arise.	
21/114	CHEQUE & BACS SIGNATORIES/AUTHORISATION
a) Council RESOLVE to approve the payments/BACS authorisation list.	
b) Council RESOLVE to approve to the current cheque signatory list as per the current bank mandate, i.e. full council with the exception of ex-Cllr H Davison who is being removed.	
21/115	REVIEW OF MEMBERS INTERESTS
Council members confirmed their updated disclosable interest forms will be completed and forward to the Clerk to create a the new register of Members Interests for the municipal year.	
21/116	INTERNAL AUDIT
a) Council reviewed and NOTED the contents of the final Internal Audit report for year ending 31 st March 2021.	
b) Council reviewed and NOTED 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>	
Council RESOLVED to re-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	<p>To receive reports/statements from the general public.</p> <p>a) A member of public asked if an Annual Parish Meeting would be held this year. The Clerk confirmed that Council were looking into holding one before 3rd June but weren't yet sure how this would be held due to current and restrictions as of 17th May, but would contact them and let them know what is decided.</p> <p>b) Council received the Annual reports from the Borough Councillor and County Councillor.</p>
ITEMS FROM PREVIOUS MINUTES	
21/119	<p><u>Dragon's Lane Improvements</u></p> <p>a) The Clerk reported that Western Power had connected the power to the electrical connection box on 6th May and it is now only the CCTV which needs to be finalised o finish the project. The Clerk is chasing for a date. Council agreed that an extra sturdy lock needs to be added to the connection box for safety reasons.</p> <p>b) Council RESOLVED to the Clerk gaining costs for extra waste/litter bin to be installed along the Preston Drive side of the field and to bring this back to the June meeting.</p>
	JF
	JF

21/120	<u>Building Inspector - Pavilion (Min Ref. 20/092)</u> Chairman Finney reported that she has liaised with the building inspector recommended who is happy to conduct a site visit. This item is to be added to the June agenda.	-
GENERAL MATTERS		
21/121	<u>Chairman's Annual Report for 2020-21</u> Council received the annual report from the Chairman (Cllr D Finney) for the 2020-21 municipal year, as circulated to council prior to the meeting.	-
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.	-
21/123	<u>Memorial Plaques – Increased Fees</u> Council RESOLVED to approve keep the fees for a memorial plaque to be installed at the cemetery at a cost of £120.00 and for only G. Sellers to increase their fees at their end. The Clerk is to confirm this with Sellers.	-
21/124	<u>Market Bosworth FC Presentation Day</u> Council RESOLVED to approve the use of the pavilion and pitches all day on 4 th July and received a report from Chad Brindley of Market Bosworth FC regarding this.	-
21/125	<u>Health and Safety Policy</u> Council RESOLVED to approve the draft H&S Policy.	JF
21/126	<u>CCTV Alans Way</u> Council RESOLVED 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) Council discussed ideas and agreed that white lines need to be added to utilise the space available and the concrete grassed areas, also need to be removed. b) Council unanimously agreed that the yellow bollards need to be removed and moved back to the perimeter of the old car park area to utilise the extra space. The Clerk is to gain costs for moving the bollards temporarily and for white lines to be added, including Disabled parking spaces. The Clerk will liaise with LCC Highways for information and contractor recommendations.	JF
21/128	<u>Reserves</u> Council RESOLVED to approve the recommendations made by the Clerk/RFO for reserves, as per the Reserves report circulated to Council prior to the meeting. The Clerk is to add this report to the Council website.	JF
21/129	<u>Death of a Senior Royal/Figure Policy</u> Council RESOLVED to approve the draft Death of a Senior Royal policy.	JF
21/130	<u>Sports Field Maintenance</u> Council RESOLVED to have the sports field slit up to 4 times during the year at a cost of £1,280, by Burnt Oak Developments, with the cost to be met by the budget and reserves. Council unanimously agreed to build extra costs into the budget for next year for further works to be completed to the pitches. The Clerk is to look into grants for this.	JF
21/131	<u>Main Street Shrubs (opposite the shops)</u> Cllr B Crooks stated that these shrubs belong to the Borough Council and has already asked them to cut them back, with the works on their list to take place in Autumn, after the nesting season has finished.	-
21/132	<u>Leicestershire & Rutland Playing Field Association Annual Membership</u> Council RESOLVED to renew the annual membership at a cost of £30.00	JF
21/133	<u>Speed Indicator Device</u> Council agreed that Brascote Lane could benefit in having a Speed Indicator (SID) but would discuss this again at the June meeting. Cllr Sheppard-Bools explained that the current SID requires a serial USB cable to enable the	ALL

	data to be extracted. The Clerk agreed to purchase this. Council unanimously agreed to the Clerk writing to LCC Highways to request the 30mph speed limit be moved to near the Windmill pub house.		
21/134	<u>Disabled Parking Bay Request</u> Council discussed the request made by a resident of Alans Way for council to have the area outside of his property cross hatched or for the white lines to be reinstated, to alleviate obstructive parking. Chairman Finney stated that LCC Highways had already objected the residents request as they did not qualify for a disability parking space and agreed to reinstate the white line at a cost of £150.00, which the resident has refused. Council unanimously agreed that this has nothing to do with the Parish Council and is a Highways issue with the land in question being under their jurisdiction. The Clerk is to respond to resident explaining this.	JF	
21/135	<u>Heritage Board Project Working Group</u> a) Council RESOLVED to create a working group for this project made up of Cllr D Finney, the Clerk and Mr Roger King. b) Council RESOLVED to agree the draft terms of reference for this group. The Working Group members are to meet on site to discuss location and ideas to recommend to council. The Clerk will arrange a suitable day and time.	JF	
21/136	<u>Toddler Play Equipment Replacement Seats</u> Council RESOLVED 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.	-	
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 RESOLVED to give the Clerk and Chairman 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.	-	
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. Council RESOLVED to a no comment response.	-	
21/139 ACCOUNTS			
<u>Accounts for Payment – Current Account</u>			
<ul style="list-style-type: none"> Council RESOLVED to approve all payments being made via BACS as set out in the table below. 			
Ref.	Payee	Description	Amount
BACS	Josie Flavell	Clerk's May Salary	£1,785.88
BACS	Glynis Parker	Cleaners May Salary	£584.82
BACS	Michael Parker	Caretakers May Salary	£98.80
BACS	HMRC	Tax and NI contributions for May	£690.73
D/D	NEST Pension	Employee and Employers contribution to Clerk's pension	£152.43
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. Wildflower area preparation/works. – Inv. 02100	£2,983.18
BACS	Redwood Pryor Internal Audit Services	Completion of the Internal Audit for year ending 31 st March 2021	£510.00
BACS	Astley Computers	Annual renewal of back up service – Inv. AC-NV0003	£120.00
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	Anmic Consulting	Refurbishment of Friendly Bench – Inv. A19-NVP-13	£403.00																																			
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	<p>Balance of Accounts (as at 30.04.2021)</p> <p>Council NOTED all balances and approved the 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 – approved 		<p>Reserves Council NOTED all reserves.</p> <table border="0"> <tr><td>Dragon Lane Phase 2</td><td>£47,247.04</td></tr> <tr><td>Heritage Walk</td><td>£17,270.00</td></tr> <tr><td>Newbold Heath (Green Energy)</td><td>£10,080.96</td></tr> <tr><td>Adult Gym Equip.</td><td>£8,158.00</td></tr> <tr><td>Library Website</td><td>£1,375.00</td></tr> <tr><td>PPE Equipment</td><td>£500.00</td></tr> <tr><td>Sports Pavilion</td><td>£5,693.00</td></tr> <tr><td>Sports Ground and All Weather</td><td>£4,640.00</td></tr> <tr><td>Heritage Board Project</td><td>£600.00</td></tr> <tr><td>Memorial Garden</td><td>£1,000.00</td></tr> <tr><td>Cemetery Memorial Garden</td><td>£2,000.00</td></tr> <tr><td>General Reserves</td><td>£51,357.00</td></tr> <tr><td>TOTAL</td><td>£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	£145,388.00									
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CIRCULATIONS TO NOTE																																						
21/142	<p>Council NOTED all circulations.</p> <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 																																					
21/143	<p>ITEMS FOR NEXT AGENDA</p> <ul style="list-style-type: none"> ▪ War Memorial Garden refurbishment ▪ Cemetery memorial garden refurbishment plans – JD & MP ▪ Mallory Close Vegetation and Maintenance ▪ Parking opposite Primary School 																																					

In the absence of further business, the meeting closed at 20:26pm

Signed:

Date: 7th June 2021

Dianne Finney - Chairman