



THE ANNUAL PARISH COUNCIL MEETING

On Monday 09 May 2022 at 7.00pm

Council Members are hereby summoned to attend a meeting of Newbold Verdon Parish Council, to be held at The 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

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

ANNUAL MEETING

22/464 ELECTION OF CHAIRMAN

RESOLVE to elect a Chairman for the 2022-23 municipal year.

22/465 APOLOGIES

To consider all apologies reported.

DECLARATION OF INTERESTS

22/466 To receive and consider any declaration of disclosable pecuniary or other interests (DPI).

22/467 To receive and consider all dispensations or written requests for dispensation of DPI.

22/468 MINUTES

Council RESOLVED to the Chairman approving the minutes of the Ordinary Meeting and Confidential Meeting held on 04 April 2022.

22/469 PUBLIC OPEN SESSION

- a) To receive statements and views of the public against business to be transacted i.e., agenda items.
- b) To receive the Borough Councillors report.
- c) To receive the County Councillor report.

22/470 APPOINTMENT OF INTERNAL CONTROLLER

RESOLVE to re-appoint Cllr Martyn Oliver as Internal Control Councillor for the 2022-23 municipal year.

22/471 APPOINTMENT OF REPRESENTATIVES

RESOLVE to re-appoint the following representatives:

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

22/472 APPOINTMENT TO COMMITTEES & WORKING GROUPS

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

- a) Neighbourhood Plan Steering Committee – Parish Clerk, Cllr J Crooks, Cllr M Sheppard-Bools, Cllr Petcher, Janet Sykes, David and Margaret Cope.
- b) Parks and Open Spaces (Green Space) Committee - Cllr J Crooks, Cllr, B Crooks, Cllr Sheppard-Bools, Cllr D Finney, Pam Cairns, Pam Grice, and Marianne Perks.
- c) Planning Committee - Cllr D Finney, Cllr Bools-Sheppard, Cllr Petcher.

d) Staffing Committee – Cllr J Crooks, Cllr D Finney, Cllr Bools-Sheppard	
e) Complaints Committee – Chairman and other council members agreed as and when complaints arise.	
f) Resolve to close and remove the Resources Committee and create working groups as and when needed for large scale capital or financial projects.	
22/473	CHEQUE & BACS SIGNATORIES/AUTHORISATION
a) RESOLVE to approve the payments/BACS authorisation list and for the Parish Clerk to continue paying invoices via BACS using online banking.	
b) RESOLVE to approve to the reduced cheque signatory list as per the list circulated to Council prior to the meeting and agree for all those members to sign the bank mandate.	
22/474	REVIEW OF MEMBERS INTERESTS
To report any new interests to be added to the list.	
22/475	INTERNAL AUDIT
To NOTE that the Internal Audit will take place on 16 th May, with the report ready for inspection at the June meeting.	
22/476	POLICIES AND PROCEDURES
<u>Policies and Procedures</u> Council RESOLVED to re-adopt all policies and procedures as follows:	
a) Revised Standing Orders (changes to financial control and procurement due to Brexit)	
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	
r) Death of a Senior Figure	

ORDINARY MEETING		
ITEMS FROM PREVIOUS MINUTES		
22/477	<u>Platinum Jubilee Celebrations (Min Ref. 21/437)</u> a) To receive an update and report from the working group. b) To consider and RESOLVE to purchase Jubilee commemorative gifts for all the primary school children and agree to set a budget for this purpose. c) To receive an update from the Clerk concerning the hire toilets.	JC/MB JF
22/478	<u>Heritage Board Project (Min. Ref. 21/441)</u> a) To receive an update from the Clerk. b) To consider and approve the draft artwork for the board.	JF
22/479	<u>EDF Price Increase – Dragon Lane Lights</u> To NOTE that the direct debit has been increased to £96.00 per month to cover the price increase and that the contract is not up for renewal until June 2023.	JF

GENERAL MATTERS			
22/480	<u>Annual Governance & Accounting Return (AGAR) – Section 01 Governance Statement</u> RESOLVE to the Chairman and Clerk authorising Section 01 Accounting Statement of the AGAR for year ending 31 st March 2022.		ALL
22/481	<u>Annual Governance & Accounting Return (AGAR) – Section 02 Accounting Statement</u> RESOLVE to the Chairman and Clerk/RFO authorising Section 02 Accounting Statement of the AGAR for year ending 31 st March 2022.		JF
22/482	<u>Internal Control</u> To NOTE the completion of the year end (Quarter 4) internal control review conducted and approved by Internal Control Cllr Oliver.		MO
22/483	<u>Parish Initiative Fund Grant Application Update</u> To receive an update from the Clerk regarding the outcome of this application.		JF
22/484	<u>Memorial Garden/Ashes Vault (Cemetery)</u> To discuss and consider what action to take.		DF
22/485	<u>Pre-school Contract</u> RESOLVE to approve the decision made at the Confidential Meeting held on 04 April 2022, to approve the draft contract for Little Oak Trees Pre-school to hire the pavilion on a long-term basis (Monday to Friday) commencing September 2022.		JF
22/486	<u>Tree Survey and Tree Surgery</u> To NOTE the contents of the tree survey and receive a report from the Clerk.		JF
22/487	<u>Market Bosworth AFC</u> To consider and approve the Football Club having permanent sponsorship boards around the top end of the sports field near the brook and to have nets installed in that area also, to alleviate balls from going into it.		JF
22/488	<u>Diversion of Footpath S26 Consultation</u> To consider and agree to comment on this consultation, as per the documentation circulated to Council prior to the meeting.		ALL
22/489	<u>Leicestershire and Rutland Association of Local Councils Membership</u> RESOLVE to approve the annual membership fee of £608.91 for the 2022-23 year.		ALL
PLANNING			
22/490	<u>22/00277/OUT Planning Application – Land East of The Windmill Inn, Brascote Lane, Newbold Verdon</u> Proposed development of up to 239 dwellings (outline application access only)		
22/491	<u>22/00374/HOU Planning Application – 31 Arnolds Crescent, Newbold Verdon</u> Proposed single and two storey rear extensions and open porch to front elevation		
22/492 ACCOUNTS			
<u>Accounts for Payment – Current Account</u>			
RESOLVE to approve all payments being made, as set out in the table below via BACS and Direct Debit.			
Ref.	Payee	Description	Amount
BACS	Josie Flavell	Clerk's May Salary.	£2,220.21
BACS	Glynis Parker	Cleaner's May Salary	£586.20
BACS	Michael Parker	Caretaker's May Salary	£98.70
BACS	Josie Flavell	Reimbursement for purchase of Keep Gate Closed sign for cemetery	£6.95
D/D	NEST Pension	Employee and Employers contribution to Clerk's pension - May	£241.08
BACS	Burnt Oak Developments	Monthly maintenance fee for March 2022 / slitting of sports field / additional mowing of cemetery and around the village Inv. 02421	£2,755.18
BACS	Mick Parker	Expenses: purchase of bin bags for the pavilion	£10.00
BACS	Ecovision	Repair of 2no. CCTV cameras at the Pavilion, Alans WAY – Inv. 8089	£45.00
BACS	LRALC	Annual membership fees for 2022/23	£608.91
BACS	Water Plus	Cemetery water fees for 2022 – Inv. TBC	£112.69

BACS	Autela Payroll Services Ltd	Quarterly (Qtr 4 2021-22) payroll fees – Inv. 8662	£71.82																		
BACS	Fire & Water	Repair of leaking cisterns at pavilion – Inv. 1331	£54.00																		
BACS	Fire & Water	Supply and install of new basin taps at pavilion – Inv. 1383	£232.85																		
BACS	Viking Direct	A4 printer paper, stamps and dividers – Inv. 8772169	£85.30																		
BACS	Astley Computers	Annual Cloud Backup fee – Inv. AC-NV0004	£140.00																		
BACS	Anmic Consulting	Pavilion and dog waste bin repairs – Inv. A19-NVP-23	£828.20																		
BACS	Anmic Consulting	Pavilion roof tile repairs, replacement bus shelter window and supplying replacement padlock – Inv. A19-NVP-22	£266.70																		
BACS	Thistle Loos Limited	Portaloos hire for Jubilee event – Inv. 13092	£612.00																		
D/D	British Telecommunications	Monthly office, mobile and broadband fees – Bill: TBC Paid between meetings to stop a late payment charge	£52.26																		
D/A	HSBC	Monthly bank account fee	£8.00																		
D/D	Everflow	Water services monthly fees (May) – Alans Way Pavilion Inv. 1479832	£144.48																		
D/D	Hinckley & Bosworth Borough Council	Trade Waste Bin Contract – quarterly collection fees – Inv. TBC	£796.22																		
D/D	Hinckley & Bosworth Borough Council	Dog Waste Bin Contract – quarterly collection fees – Inv. TBC	£334.10																		
D/D	EDF Energy	Monthly electricity fees (Alans Way) – April	£1.00																		
D/D	EDF Energy	Monthly electricity fees (Dragon Lane) – April	£70.00																		
22/493	<p><u>Balance of Accounts (as at 30.04.2022)</u></p> <p>To NOTE the balances and reconciliations for March 2022 and Year End.</p> <ul style="list-style-type: none"> ▪ Current Account Balance £8,796.75 ▪ Deposit Account Balance £108,789.85 <p>TOTAL £117,586.60</p>		<p><u>Reserves</u></p> <table> <tr> <td>Heritage Walk</td> <td>£9,540.00</td> </tr> <tr> <td>Dragon Lane Retention Fees</td> <td>£4,078.00</td> </tr> <tr> <td>Newbold Heath (Green Energy)</td> <td>£13,611.00</td> </tr> <tr> <td>Library Website</td> <td>£1,374.00</td> </tr> <tr> <td>Sports Pavilion</td> <td>£6,400.00</td> </tr> <tr> <td>Heritage Board Project</td> <td>£600.00</td> </tr> <tr> <td>Cemetery Memorial Garden</td> <td>£1,800.00</td> </tr> <tr> <td><u>General Reserves</u></td> <td><u>£80,261.00</u></td> </tr> <tr> <td>TOTAL</td> <td>£117,586.00</td> </tr> </table>	Heritage Walk	£9,540.00	Dragon Lane Retention Fees	£4,078.00	Newbold Heath (Green Energy)	£13,611.00	Library Website	£1,374.00	Sports Pavilion	£6,400.00	Heritage Board Project	£600.00	Cemetery Memorial Garden	£1,800.00	<u>General Reserves</u>	<u>£80,261.00</u>	TOTAL	£117,586.00
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22/494	<p><u>Public Works Loan Board Loan Statement</u></p> <p>To NOTE the year end statement figure of £127,186.29 as of 31st March 2022.</p>																				
22/495	<p><u>Regular Payments List</u></p> <p>RESOLVE to approve the revised Regular Payments List.</p>																				
22/496	<p><u>Income</u></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Account</th> <th>Income Received</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>08/04/22</td> <td rowspan="3">Deposit Account</td> <td>HBBC – first half precept for 2022-23 year</td> <td>£42,438.00</td> </tr> <tr> <td>29/04/22</td> <td>All weather pitch fees for April</td> <td>£18.00</td> </tr> <tr> <td>29/04/22</td> <td>All weather pitch fees for April</td> <td>£30.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL</td> <td>£42,486</td> </tr> </tbody> </table>			Date	Account	Income Received	Amount	08/04/22	Deposit Account	HBBC – first half precept for 2022-23 year	£42,438.00	29/04/22	All weather pitch fees for April	£18.00	29/04/22	All weather pitch fees for April	£30.00	TOTAL			£42,486
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CIRCULATIONS TO NOTE																					
22/497	<p>Emails: LRALC – Monday Round Robin Updates Emails: HBBC – Various public events Email: HBBC – press releases (added to Facebook and website)</p>																				
22/498	ITEMS FOR NEXT AGENDA																				