



NOTICE OF ORDINARY PARISH COUNCIL MEETING

On Monday 01 February 2020 at 6.30pm

Pursuant to The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)
England Regulations 2020

**Council Members are hereby summoned to attend a meeting of
Newbold Verdon Parish Council to be held by video conference. Please use the following login details:**

<https://us02web.zoom.us/j/4680099624?pwd=Mk9VeGxIUkRacnRGbWVEeWh3dWRvZz09>

Meeting ID: 468 009 9624

Passcode: 774988

Please inform the Clerk of your apologies, if you are unable to join.

Tel: 07483 347773 Email: clerk@newboldverdonpc.org.uk

Signed: *J. Flavell* Josie Flavell, Clerk

AGENDA

OPENING PROCEDURES

20/987	To receive and approve all reported apologies.
20/988	OPEN MEETING (Public Participation) - to receive comments from the general public concerning items contained within the meeting agenda including monthly reports from both Borough Councillor J Crooks and County Councillor B Crooks.
20/989	To consider any declaration of disclosable pecuniary or other interests (DPI).
20/990	To consider any dispensations or written requests for dispensation of DPI.
20/991	MINUTES - Resolve to Chairman Finney approving the minutes of the Ordinary meeting held on 04 January 2021.

ITEMS FROM PREVIOUS MINUTES

20/992	<p><u>Dragon Lane Project (Min Ref. 20/972)</u></p> <p>a) Resolve to approve and ratify the payment made between meetings on 19th January 2021 of the final invoice retention fee MA1578 for £2,217.19 (exc. VAT) for completion of Phase 1 of the project.</p> <p>b) Resolve to approve and ratify the payment made between meetings on 19th January 2021 of invoice MA1579 for £14,200.00 (exc. VAT) for the street lighting bollard fee, which forms part of the Phase 1 contract.</p> <p>c) Resolve to approve costs associated with Phase 1 of this project, for items which were not completed during that time, i.e. installation of the CCTV base, benches and reinstatement of footpaths and turf, at a cost of £7,179.33 (exc. VAT), which formed part of the Phase 1 contract</p> <p>d) Resolve to approve extra costs (exc. VAT) as follows:</p> <p style="padding-left: 40px;">I. Timer switch for programming of lighting bollards - £150.00</p> <p style="padding-left: 40px;">II. Bin (dog/litter) installations - £295.00</p> <p style="padding-left: 40px;">III. Repair of wet pour under original swings set - £1,525.00</p> <p style="padding-left: 40px;">TOTAL £1,970.00</p> <p>e) Signage – to approve a budget of £100.00 for new signs.</p> <p>f) Resolve to agree whether to utilise Ian Stemp Landscape Associates to project manager Phase 2 of the project or to allow the Clerk and Contractor to work together to oversee this.</p>	-
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GENERAL MATTERS		
20/993	<u>Pavilion</u> a) Resolve to review and approve a quotation from those circulated to council prior to the meeting, for the fire proofing of the storage room and re-insulating the corridor roof. b) Resolve to review and approve a quotation from those circulated to council prior to the meeting, for the repair of the 5 cracked windows. c) To discuss the heating issues at the pavilion and approve a quote from those received and circulated to council prior to the meeting. d) To discuss and consider the need for smoke alarms inside the pavilion.	JF/DF
20/994	<u>Library Website History Update</u> Resolve to approve the proposed expenditure from NVCA ring-fenced funds to update the Library website to encompass significant amounts of parish history documents at an annual cost of £120.00.	DF
20/995	<u>National Mining Memorial Plaque for Leicestershire</u> To consider and agree to donate (including an amount) towards the cost of a memorial plaque which costs £2,500 in honour of all miners as requested by the Coal Mining in Leicestershire Group.	ALL
20/996	<u>Silver Birch Tree – St James Church</u> Resolve to agree to have this tree cut back at a cost of £150.00 (exc. VAT).	JF
20/997	<u>Yew Trees – St James Church</u> To receive an update from the Clerk concerning the Tree Preservation Order Application and associated works.	JF
20/998	<u>Signage – Alans Way</u> Agree to erect signage to state no bikes or quadbikes are allowed to be ridden/driven on the sports field or grounds.	ALL
20/999	<u>Defibrillator Inspection Rota</u> To agree a rota of all members conducting the bi-weekly defibrillator inspections.	ALL
20/001	<u>Michael Preston Plaque</u> To receive an update on the erection of the plaque and public notice of this taking place.	JC
20/002	<u>Zoom – Annual Subscription</u> Resolve to ratify the decision to sign up for an annual subscription at a cost of £91.28 (exc. VAT) and to reimburse the Clerk for this purchase.	ALL
20/003	<u>Extra CCTV Camera – Sports Pavilion</u> Resolve to ratify the decision to add an extra CCTV camera to highlight the blind spot at the sports pavilion at a cost of £95.00.	ALL
20/004	<u>Telephone Kiosk</u> Resolve to ratify the extra cost of £20.00 from £105 (as originally approved) to £125.00, to have a new lock added, due to problems with which type of lock that can be affixed to the kiosk.	JF
20/005	<u>HBBC Environmental Improvement Programme</u> To discuss ideas for this initiative.	ALL
20/006	<u>Standing Orders</u> Resolve to approve the changes made to the standing orders regarding meetings.	ALL
PLANNING		
20/007	<u>20/01348/HOU – 31 Hornbeam Road, Newbold Verdon</u> Two storey extension at side of house.	ALL
20/008	<u>20/01266/HOU – 183 Main Street, Newbold Verdon</u> Single storey front, rear and side extension, with extension to roof.	ALL
20/009	<u>20/01364/ADV – Land South of Bosworth Lane, Osbaston</u> Display of 2 x non-illuminated V-boards and 9 x flags	ALL

PLANNING			
20/010	<u>20/00024/HOU – 13 Peters Avenue, Newbold Verdon</u> Single storey rear extension		ALL
20/011	<u>20/00028/ADV – Co-op 103 Main Street, Newbold Verdon</u> One internally illuminated fascia sign.		ALL
20/012 ACCOUNTS AND FINANCE			
Resolve to approve all payments as set out in the below table and authorise the Clerk to pay these via BACS.			
Ref.	Payee	Description	Amount
BACS	Josie Flavell	Clerk & RFO February Salary	£1709.24
BACS	Josie Flavell	Clerk's expenses – reimbursement for Zoom annual subscription fee and USB stick costs for CCTV	£114.85
BACS	Glynis Parker	Cleaners February Salary	£585.00
BACS	Michael Parker	Caretakers February Salary	£98.80
BACS	Michael Parker	Expenses – reimbursement for purchase of gloss paint for pavilion interior woodwork and doors.	£35.98
BACS	HMRC	February Tax/NI contributions	£767.74
BACS	Mrs Barney	Burial Refund	£44.00
D/D	British Telecommunications	Monthly bill for broadband, parish office phone and mobile Bill: M001 6VNew Contract	£119.95
BACS	Burnt Oak Developments	Maintenance fees December and cutting of hedge at Dragon Lane recreational ground. Inv. 02003	£1,723.18
BACS	Willy Albans & Sons Ltd	Retention fee for Phase 1 of project Inv. MA1578 Approved under original contract and missed off final balance invoice	£2,660.43
BACS	Willy Albans & Sons Ltd	Street lighting bollards fee – Inv. MA1579 Approved under original contract and between meetings – see minute ref. 20/992(a)	£17,040.00
BACS	EDGE IT Systems Ltd	Temporary upgrade of income band on accounting software to Band 4 – Inv. 34771	£164.40
BACS	Leicestershire Citizens Advice Bureau	Donation	£100.00
BACS	Locker Shop UK Ltd	Creation of new keys for lockers inside the pavilion – Inv. 364462	£22.74
BACS	Everflow Water	Monthly fee for water services (pavilion/sports ground) – Inv.810880	£121.25
BACS	Ecovision	Extra CCTV camera installed at the sports pavilion Alans Way – Inv. 6388	£95.00
BACS	John Unwin Electrical Contractors Ltd	PAT Testing, replacement of heater in pavilion including labour costs – Inv. 3174	£674.40
BACS	Anmic Consulting	Fitting of memorial plaque, cemetery signage, planting of elm tree and fitting locks to the phone kiosk – Inv. A19-NVp-10	£161.00
D/D	EDF Energy	Electricity services monthly fees (Pavilion) – Inv. E34724052003	£191.00
BACS	Ian Stemp Landscape Associates	Final Balance invoice for project management fees for Dragon Lane Recreational Ground Improvements – Inv. CJNI/INV/2660	£540.00
20/013 BALANCE OF ACCOUNTS & RECONCILIATIONS			
Balance of Accounts (December) as at 01.02.2021			
<ul style="list-style-type: none"> ▪ Current Account Balance £28,271.07 ▪ Reserve Account Balance £108,620.39 			

20/014		INCOME AND BANK TRANSFERS			
		Date	Account	Income Received	Amount
		08/01/21	Deposit Account	Burial Plot Fee – Inv. 39-001-21	£250.00
		11/01/21		Market Bosworth AFC – T.Bell Coaching Dec	£36.00
		11/01/21		Desford FD – all weather pitch fees Dec	£12.00
		11/01/21		P.Freeman – all weather pitch hire Dec	£48.00
		11/01/21		Market Bosworth AFC - Pitch hire Dec	£270.00
		19/01/21		EDF Energy Refund – transferred from current account	£995.29
		20/01/21		Burial Refund	£44.00
		14/01/21		Burial Fee – Inv. 46-001-21	£125.00
		22/01/21		Barlestone FC All Weather Pitch fees	£12.00
INTER-ACCOUNT TRANSFERS					
		19/01/2021	Current AC to Deposit Account	EDF Energy Account Refund	£995.29
		19/01/2021	Deposit AC to Current Account	Bolster funds.	£30,000.00
20/015		QUARTER 3 ACCOUNTS			
		<ul style="list-style-type: none"> ▪ To NOTE the review and authorisation of the quarter 3 accounts, conducted by Internal Control Cllr Martyn Oliver. 			
20/016		CIRCULATIONS & CORRESPONDENCE			
		<ul style="list-style-type: none"> ▪ LRALC – Round Robin Friday emails ▪ HBBC – Grant funding emails ▪ BT – letter regarding new contract ▪ Neighbourhood Watch – emails regarding scams 			
20/017		ITEMS FOR NEXT AGENDA			