



NOTICE OF ORDINARY PARISH COUNCIL MEETING

On Monday 12 April 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/89022554421?pwd=eHozMDkyTWgraWRHWS9PZlFXMFdxdz09>

Meeting ID: 890 2255 4421

Passcode: 806309

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

20/064	To receive and approve all reported apologies.	
20/065	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.	
20/066	To consider any declaration of disclosable pecuniary or other interests (DPI).	
20/067	To consider any dispensations or written requests for dispensation of DPI.	
20/068	MINUTES - Resolve to Chairman Finney approving the minutes of the Ordinary Meeting held on 01 March 2021.	

ITEMS FROM PREVIOUS MINUTES

20/069	<u>Dragon Lane Project (Min Ref. 20/036)</u> a) To receive an update concerning Phase 2. b) Resolve to approve the MA1603 invoice £17,956.13 (exc. VAT) for Valuation 2 of the Dragon Lane improvement works. c) Resolve 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> To receive an update from Cllr J Crooks concerning the £1,300.00 to be transferred to the Parish Council from the Newbold Verdon Library group.	JC

GENERAL MATTERS

20/071	<u>Year End Accounting Statement & Bank Reconciliation</u> To NOTE 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.	ALL
20/072	<u>SECTION 01 Annual Governance & Accountability Return – year ending 31st March 2021</u> Resolve to the Clerk/RFO and Chairman approving Section 01 of the AGAR for year ending 31 st March 2021.	ALL
20/073	<u>SECTION 01 Annual Governance & Accountability Return – year ending 31st March 2021</u> Resolve to the Chairman approving Section 2 of the Annual Governance and Accountability Return - Accounting Statement - for financial year ending 31 st March 2021.	ALL

20/074	<u>Internal Audit – year ending 31st March 2021</u> a) To note the contents of the Interim Internal Audit Report. b) To note the content of the Clerk’s Interim Internal Audit Action Plan.	JF
20/075	<u>Regular Payments List 2021</u> Resolve to approve the revised Regular Payments List, as circulated to Council prior to the meeting.	ALL
20/076	<u>HBBC Trade Waste Contract 2021</u> a) Resolve 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) To note the price increases, as circulated to Council prior to the meeting.	ALL
20/077	<u>Deep Water Signs</u> Resolve 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.	JF
20/078	<u>Line Marking Spray</u> Resolve 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>Parish Initiative Fund Grant Application</u> To receive an update from the Clerk and resolve 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.	JF
20/080	<u>Market Bosworth Football Club</u> a) Resolve to approve the amended contract, as reviewed by Council prior to the meeting. b) Discuss the request from Market Bosworth FC to extend the sport field in the future to create new football pitches, as per the letter circulated to Council prior to the meeting.	JF
20/081	<u>Neighbourhood Plan – Regulation 14</u> a) Resolve to approve the comments made in the Regulation 14 Comments Response document and agree for the Clerk to confirm that Council are happy for these to be submitted to HBBC by the NHP Consultant. b) To discuss HBBC’s decision at the beginning of the NHP process for the quantity of houses required within the Parish of 163 - up to the year 2036 - which has now been increased by them, to 277. Council to agree a comment response regarding this to enable the NHP Consultant to deal with the issue on Council’s behalf.	JF
20/082	<u>Annual Play Area Inspections</u> To note that ROSPA has been booked for May, to conduct the annual inspections to both Heritage Walk and Dragon Lane Recreational Ground and RESOLVE the cost of £250 to £300 for both.	JF
20/083	<u>Speed Kills and School Keep Clear Markings</u> a) To receive a report from Cllr B Crooks and agree to promote this initiative to help with the parking issues on Dragon Lane, outside of the primary school. b) To consider purchasing ‘speed kills’ signs as per cost information circulated to council. c) Resolve to write to LCC to support the school’s request for ‘School Keep Clear’ road markings.	BC
20/084	<u>Pavilion – Building Quotes/Storage Unit</u> a) Resolve to approve one of the three quotes received for the fire proofing and insulation works at the sports ground pavilion as circulated to Council prior to the meeting. b) To receive an update from the Clerk and agree what action to take concerning the temporary storage unit. c) Resolve to purchase a fuel cabinet and agree a budget of up to £300 for this, to enable the Cricket Club fuel to be stored correctly, safely and in line with current regulations, within the storage facility.	JF
20/085	<u>Newbold Verdon Gardening Club Application</u> Discuss a request received from 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.	JF

20/086	<u>CCTV Camera Replacement</u> Resolve 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.	JF	
20/087	<u>Asset Register</u> To NOTE the revised Asset Register, as circulated to Council prior to the meeting.	JF	
20/088	<u>Insurance Policy Additions and Premium</u> Resolve 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.	JF	
20/089	<u>Heritage Board Project</u> a) To receive an update from the Clerk and Chairman. b) Resolve to match fund the grant award by up to 50% of the total cost, i.e. circa £500/600.	JF	
20/090	<u>Remote Meetings Update</u> a) To receive an update from the Clerk. b) Resolve 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	
PLANNING			
20/091	<u>21/00120/FUL – Hall Farm, Main street, Newbold Verdon</u> Conversion of 3no. agricultural barns to mixed use office/retail units (Class E).	ALL	
20/092	<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).	ALL	
20/093	<u>21/00472/FUL – 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.	ALL	
20/094	<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.	ALL	
20/095	<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.	ALL	
20/096 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 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
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
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
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

20/097 ACCOUNTS RATIFICATION

Resolve to ratify the decision made 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.

20/098 BALANCE OF ACCOUNTS, RECONCILIATIONS & RESERVES

Balance of Accounts (December) as at 31.03.2021

- Current Account Balance £10,685.69
 - Reserve Account Balance £134,702.72
- TOTAL (at bank) £145,388.41**

Reconciliations

- March Reconciliations for approval

Reserves 2020/21

- 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

20/099 INCOME AND BANK TRANSFERS

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

20/100 INTERNAL CONTROL & FINANCE REPORT – QUARTER 4

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

20/101 CIRCULATIONS & 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.

20/102 ITEMS FOR NEXT AGENDA