



ORDINARY PARISH COUNCIL MEETING

On Monday 01 November 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

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

21/282	PUBLIC OPEN SESSION	
	a) To receive statements and views of the general public against business to be transacted i.e. agenda items. b) To receive the Borough Councillors report. c) To receive the County Councillor report.	
21/283	APOLOGIES	
	To report all apologies.	
	DECLARATION OF INTERESTS	
21/284	To receive and consider any declaration of disclosable pecuniary or other interests (DPI).	
21/285	To receive and consider all dispensations or written requests for dispensation of DPI.	
21/286	MINUTES	
	Resolve to the Chairman approving the minutes of the Ordinary Parish Council meeting held on 04 October 2021, including the Confidential Minutes for the closed session on the same evening.	
	ITEMS FROM PREVIOUS MINUTES	
21/287	<u>Village Flower Tubs</u> a) Resolve to ratify and approve the decision made at the closed meeting on 04 October 2021, to reduce the amount of flower tubs around the village and decide which ones to remove. b) Resolve to ratify and approve the decision made at the closed meeting on 04 October 2021, to add the maintenance of the remaining flower tubs to the annual maintenance contract. c) To discuss and agree whether remove all current plants in the War Memorial tubs and plant them with poppy seeds.	DF/JF
21/288	<u>Heritage Board Project Working Group (Min Ref. 21/254)</u> a) To receive an update from Chairman Finney/Clerk. b) Resolve to Nature Sign Design creating the artwork.	DF/JF
21/289	<u>Members Highway Fund (Min Ref. 21/256)</u> Receive an update from the Clerk and Cllr Hill regarding the application for a new Speed Indicator Device.	JF
21/290	<u>Toddler Play Safety Gates (Min Ref. 21/260)</u> a) Resolve to approve the Sovereign Play and Design quote of £3,348.37 (exc. VAT) for the installation of 2no. toddler safety gates at Heritage Walk play area. b) Resolve to approve the decision to reduce the amount of picnic tables from the original order of 3 to 2 and to use the current Section 106 funds of £817.00 to pay for these gates.	JF

21/291	<u>Pavilion Works (Min Ref. 21/258)</u> a) To receive an update from Chairman Finney with regards to liaising with the local flooring specialist for advice on remedying the changing room/shower flooring issues. b) Discuss and approve the costs of either hiring or purchasing a de-humidifier for the changing rooms/showers to deal with the damp issues, as per information circulated prior to the meeting. c) Resolve to approve all costs in relation to purchasing damp proof paint for the areas highlighted in the damp report and for the Clerk to reimburse the Caretaker between meetings. d) Resolve to ratify the cost of £20.00 paid between meetings, to have the old cooker and fridge removed by Hinckley and Bosworth Borough Council and reimburse the Clerk the same. e) Resolve to approve the new PCSO Tom Vaughan having a set of keys for the main gate and sports pavilion to hold regular Police Surgeries.	DF/JF
21/292	<u>Storage Room (Min Ref. 21/259)</u> a) To receive a report from the Clerk. b) Resolve to approve a budget of £160.00 for the hire of a skip if its felt its needed for the clear out operation and for the cost to be split between Council and the Cricket Club.	JF
21/293	<u>Speed Indicator Device (SID) – (Min Ref. 21/264)</u> To consider purchasing a new SID for Newbold Heath using the earmarked reserves for this area of the Parish.	CP
21/294	<u>Waste Bin – Harry's Lane/Mill Lane (Min Ref. 21/267)</u> To note that HBBC have agreed to move the litter bin at Alans Way Sports Field and install it onto an item of street furniture at the top end of Mill Lane, free of charge.	JF
21/295	<u>Streetlighting Bollards Timing Switch (21/271)</u> To receive an update from the Clerk.	JF
GENERAL MATTERS		
21/296	<u>Queens Jubilee Celebration Trees</u> To receive an update from the Clerk concerning the tree pack application to Leicestershire County Council.	JF
21/297	<u>External Audit – y.e. 31st March 2021</u> a) To receive an update from the Clerk. b) To receive and note the External Auditor's final report. c) To note the contents of the Audit Action Plan report	JF
21/298	<u>HMRC National Insurance Changes</u> a) To note that as of 1 st April 2022, the National Insurance contributions for both employers and employees, will increase by 1.25% for 12 months. b) To note that as of 1 st April 2023, the Health and Social Care Levy at 1.25% for both employers and employees, will be introduced and National Insurance Contributions will revert back to current levels.	JF
21/299	<u>Internal Auditor/Audits</u> a) To note the current Internal Auditor is retiring. b) To approve using the LRALC Internal Audit Service for future internal audits.	ALL
21/300	<u>EDF Energy Account</u> To note that the Sports Pavilion energy account direct debit has been reduced from £191.00 to £1.00 per month due to the account being in credit by £787.65.	ALL
21/301	<u>Banking Arrangements</u> a) Resolve to approve the decision to move the banking from HSBC to another provider. b) Resolve to consider and approve one of the recommended banking providers, as per the report circulated prior to the meeting.	JF
21/302	<u>Remembrance Sunday Presentation</u> To receive a report from Chairman Finney concerning a presentation held at the War Memorial with Leicester University.	DF
21/303	<u>Christmas Craft Fayre</u> To receive an update report from Cllr Dowell.	JD

21/304	<u>Post Installation Inspection – Heritage Walk Play Equipment</u> Resolve to approve one of the quotes for the post installation inspection, from those circulated to council prior to the meeting.		JF
21/305	<u>Post Installation Inspection – Adult Gym Equipment</u> a) Resolve to approve a budget of £500 for the post installation inspection. b) Resolve to approve the cost of £60.00 to have the health and safety sign erected by the supplier FreshAir Fitness.		JF
21/306	<u>Laptop</u> To consider replacing the PC laptop due to the current laptop not being fit for purpose and resolve to approve a budget of £600.00 for the purchase of a replacement – cost will include MS Office and malware security software.		DF/JF
PLANNING MATTERS			
21/307	<u>Planning Application 21/01276/TCA – Church Farm, 16 Main Street, Newbold Verdon</u> Remove one Walnut tree.		ALL
21/308	<u>Notification of Publicity of the Barlestone Neighbourhood Plan – Regulation 16 of the NHP (General) Regulation 2012.</u> To consider a comments response to this draft Plan.		ALL
21/309 ACCOUNTS			
<u>Accounts for Payment – Current Account</u>			
RESOLVE to approve all payments being made, as set out in the table below.			
Ref.	Payee	Description	Amount
BACS	Josie Flavell	Clerk's November Salary	£2,023.88
BACS	Glynis Parker	Cleaner's November Salary	£586.20
BACS	Michael Parker	Caretaker's November Salary	£98.90
D/D	NEST Pension	Employee and Employers contribution to Clerk's pension - November	£187.99
BACS	Burnt Oak Developments	Monthly maintenance fee for September and cutting and collecting wildflower area. Inv. 02259	£1,399.18
BACS	Burnt Oak Developments	Monthly maintenance fee for October and maintenance works to the War Memorial Gardens Inv. TBC	£1,279.18
BACS	Anmic Consulting	Replacing of cubicle door lock, supply and fitting of new window and window cages at sports pavilion. Inv. A19-NVP-A18	£1,170.60
BACS	Anmic Consulting	Repair of damaged concrete panels on storage unit on Sports Field. Inv. A19-NVP-A19	£208.00
BACS	Josie Flavell	Reimbursement to Clerk for paying for HBBC to collect old cooker and fridge from sports pavilion.	£20.00
BACS	Josie Flavell	Reimbursement to Clerk for purchasing 2 x folding tables for the pavilion meeting room.	£214.90
BACS	Michael Parker	Expenses: masonry paint, bleach, bin liners and replacement toilet seat for the pavilion.	£41.84
BACS	Dianne Finney	Expenses: reimbursement for purchase of replacement stone for war memorial gardens.	£TBC
BACS	Viking Direct	Stationery order – Inv. 7822694	£37.81
BACS	PKF Littlejohn LLP	Externa Audit Fee for year ending 31 st March 2021. Invoice to be paid once Auditor has submitted final report. Inv. SB2021-3980	£720.00
D/D	British Telecommunications	Monthly office, mobile and broadband fees – Bill: TBC Paid between meetings to stop a late payment charge	£52.26
D/D	Everflow	Water services monthly fees (Oct/Nov) – Alans Way Pavilion Inv. 1145946 CORRECTION: AMOUNT WAS INCORRECT ON OCTOBER AGENDA	£432.29
D/D	EDF Energy	Monthly electricity fees (Alans Way) - November	£1.00
D/D	EDF Energy	Monthly electricity fees (Dragon Lane) - November	£15.00

21/310	<p><u>Balance of Accounts (as at 27.10.2021)</u></p> <p>To NOTE the balances and reconciliations for October 2021.</p> <ul style="list-style-type: none"> ▪ Current Account Balance £18,648.81 ▪ Deposit Account Balance £124,661.58 <p>TOTAL £142,310.39</p>		<p><u>Reserves</u></p> <table border="0"> <tr><td>Heritage Walk</td><td style="text-align: right;">£10,453.00</td></tr> <tr><td>Newbold Heath (Green Energy)</td><td style="text-align: right;">£10,081.00</td></tr> <tr><td>Adult Gym Equip.</td><td style="text-align: right;">£5,993.00</td></tr> <tr><td>Library Website</td><td style="text-align: right;">£1,374.00</td></tr> <tr><td>PPE Equipment</td><td style="text-align: right;">£200.00</td></tr> <tr><td>Sports Pavilion</td><td style="text-align: right;">£6,400.00</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;">£1,425.00</td></tr> <tr><td>Memorial Garden</td><td style="text-align: right;">£500.00</td></tr> <tr><td>Cemetery Memorial Garden</td><td style="text-align: right;">£2,000.00</td></tr> <tr><td>Neighbourhood Plan</td><td style="text-align: right;">£5,000.00</td></tr> <tr><td><u>General Reserves</u></td><td style="text-align: right;"><u>£70,730.00</u></td></tr> <tr><td>TOTAL</td><td style="text-align: right;">£118,796.00</td></tr> </table>		Heritage Walk	£10,453.00	Newbold Heath (Green Energy)	£10,081.00	Adult Gym Equip.	£5,993.00	Library Website	£1,374.00	PPE Equipment	£200.00	Sports Pavilion	£6,400.00	Sports Ground and All Weather	£4,640.00	Heritage Board Project	£1,425.00	Memorial Garden	£500.00	Cemetery Memorial Garden	£2,000.00	Neighbourhood Plan	£5,000.00	<u>General Reserves</u>	<u>£70,730.00</u>	TOTAL	£118,796.00											
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