



## ORDINARY PARISH COUNCIL MEETING

On Monday 04 October 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](mailto: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

|               |   |          |
|---------------|---|----------|
| <b>21/249</b> | <b>PUBLIC OPEN SESSION</b>  |          |
|               | a) To receive statements and views of the general public against business to be transacted i.e. agenda items.<br>b) To receive the Borough Councillor report.<br>c) To receive the Country Councillor report.   |          |
| <b>21/250</b> | <b>APOLOGIES</b>  |          |
|               | To report all apologies.  |          |
|               | <b>DECLARATION OF INTERESTS</b>   |          |
| 21/251        | To receive and consider any declaration of disclosable pecuniary or other interests (DPI).  |          |
| 21/252        | To receive and consider all dispensations or written requests for dispensation of DPI to consider.  |          |
| <b>21/253</b> | <b>MINUTES</b>  |          |
|               | Resolve to the Chairman approving the minutes of the Ordinary Parish Council meeting held on 06 September 2021.   |          |
|               | <b>ITEMS FROM PREVIOUS MINUTES</b>  |          |
| 21/254        | <u>Heritage Board Project Working Group (Min Ref. 21/217)</u><br>a) To receive an update from Chairman Finney.<br>b) Resolve to approve the location of the heritage board.<br>c) Resolve to approve the supplier who will create the artwork and board from the information circulated prior to the meeting. | DF       |
| 21/255        | <u>Mallory Close Vegetation (Min Ref. 21/219)</u><br>a) To receive an update from the Clerk.<br>b) To consider and resolve to apply for the new trees on Mallory Close to be added to the Queens Green Canopy Project with the Woodland Trust, as part of the Queen's Jubilee Celebrations.                   | JF<br>MB |
| 21/256        | <u>Members Highway Fund (Min Ref. 21/235)</u><br>Resolve to agree which items to apply for from the list provided by Cllr Ross Hill and agree reasons as to why these are needed.   | ALL      |
|               | <b>GENERAL MATTERS</b>  |          |
| 21/257        | <u>Market Bosworth Football Club Signage</u><br>Resolve to approve for a new Club sign to be added to the pavilion external wall, the other side of the Cricket Club sign.  | JF       |

| GENERAL MATTERS |  |       |
|-----------------|--|-------|
| 21/258          | <u>Pavilion Works</u><br>a) To NOTE the contents of the damp report received from a specialist contractor.<br>b) To receive a report from the Chairman/Clerk as to the work which needs to be completed to remedy the issues.<br>c) Resolve to approve the quote received from the builder to rectify the matter.<br>d) Pursuant to legislation, RESOLVE to ratify the decision made between meetings to have the lights in the changing rooms changed to the correct legal fittings at a cost of £520.00 (exc. VAT).<br>e) Pursuant to current legislation, RESOLVE to ratify the decision made between meetings to have the defunct cooker removed and disconnected from the mains at a cost of £40.00 (exc. VAT). | DF/JF |
| 21/259          | <u>Storage Room</u><br>a) To receive a report from the Clerk.<br>b) Resolve to approve a budget of up to £500.00 for new shelving and for the Clerk to purchase the shelving between meetings.<br>c) Resolve to approve the hire of a skip if required for the big clear out and for the cost to be agreed between meetings.   | JF    |
| 21/260          | <u>Toddler Play Safety Gates</u><br>Resolve to approve one of the quotes received from various suppliers for 2no. toddler gates to be erected within Heritage Walk play area and to use Section 106 funds for this purpose.  | JF    |
| 21/261          | <u>Christmas Tree</u><br>Resolve to approve one of the quotes received for the new artificial Christmas tree, as circulated to Council prior to the meeting.   | JF    |
| 21/262          | <u>Remembrance Sunday / War Memorial Garden</u><br>a) Resolve to approve the costs involved for Burnt Oak to maintain and tidy the War Memorial garden, prior to Remembrance Sunday.<br>b) Resolve to ratify the purchase of the Tommy Solider Silhouette purchased between meetings, at a cost of £200.00 and reimburse the Clerk.<br>c) Resolve to ratify the purchase of the streetlight poppies between meetings, at a cost of £52.50.   | DF/JF |
| 21/263          | <u>Arnolds Crescent Garden/Vegetation</u><br>a) To consider and agree how to remedy the condition of the garden area on the public open space/memorial area on Arnolds Crescent.<br>b) Resolve to consider and approve adding the maintenance of this area to the annual maintenance contract.   | DF/JF |
| 21/264          | <u>Speed Indicator Device (SID)</u><br>To consider purchasing a new SID for Newbold Heath using the earmarked reserves for this area of the Parish.  | CP    |
| 21/265          | <u>Adult Gym Equipment Deposit</u><br>Resolve to ratify the retrospective deposit payment of £7,190.57, made between meetings to allow the project to proceed.   | JF    |
| 21/266          | <u>Heritage Walk Play Area Equipment Deposit</u><br>Resolve to ratify the retrospective deposit payment of £2,047.21 (exc. VAT), made between meetings to allow the project to proceed.  | JF    |
| 21/267          | <u>Waste Bin – Harry's Lane/Mill Lane</u><br>a) To consider the costs involved in having a new waste bin installed in the area of the village.<br>b) Resolve to approve the installation of a new waste bin for this location and the cost, i.e. circa £300.00 for the bin purchase and installation, plus a £1.68 fee for each collection.  | JF    |
| 21/268          | <u>Speeding – Mill Lane</u><br>To receive a report from Cllr Bools.  | MB    |

|        |   |        |
|--------|---|--------|
| 21/269 | <u>Folding Tables (Pavilion)</u><br>Resolve to the Clerk purchasing 2 new folding tables for the main meeting room at a cost of £165.00 (exc. delivery and VAT)                         | JF     |
| 21/270 | <u>Alans Way Procedure</u><br>Resolve to approve the draft procedure, as circulated to council prior to the meeting.  | JF     |
| 21/271 | <u>Streetlighting Bollards Timing Switch</u><br>To receive an update from the Clerk.  | JF/ JD |
| 21/272 | <u>Friendly Bench – Future Maintenance</u><br>a) To consider the future maintenance of the Friendly Bench.<br>b) To consider adding the maintenance to the annual maintenance contract. | DF     |
| 21/273 | <u>Closed 2022/23 Budget Meeting</u><br>Resolve to agree a date for this meeting and to close the meeting to the public, pursuant to the Public Admissions to Meetings Act 1960.        | JF     |

#### **PLANNING MATTERS**

|        |  |     |
|--------|--|-----|
| 21/274 | <u>Stoneshollow Solar Farm</u><br>To consider the information issued by JBM Solar for the proposed solar farm and agree a comments response. | ALL |
|--------|--|-----|

#### **21/275 ACCOUNTS**

##### Accounts for Payment – Current Account

RESOLVE to approve all payments being made, as set out in the table below.

| Ref. | Payee   | Description   | Amount    |
|------|---|---|-----------|
| BACS | Josie Flavell                                 | Clerk's October Salary  | £2,024.08 |
| BACS | Glynis Parker                                 | Cleaners October Salary   | £586.40   |
| BACS | Michael Parker                                | Caretakers October Salary   | £98.90    |
| D/D  | NEST Pension                                  | Employee and Employers contribution to Clerk's pension - October  | £187.99   |
| BACS | HMRC  | Quarter 2 Tax and NI contributions  | £2,790.17 |
| BACS | Michael Parker                                | Reimbursement for getting new keys cut for the roller door on storage room.   | £13.98    |
| BACS | 2Commune Ltd                                  | Creation of 11 new .gov.uk email accounts and migration of the Clerk's current email to new account, including new website domain name of newboldverdon-pc.gov.uk | £762.00   |
| BACS | Josie Flavell                                 | Reimbursement for purchase of Tommy soldier silhouette from RBL for Remembrance Sunday/War Memorial Garden  | £200.00   |
| BACS | LRALC   | Training Course fees – Inv. 19/1928   | £90.00    |
| BACS | Burnt Oak Developments                        | Monthly maintenance fee for August. War memorial tidy up. Hedge maintenance at Arnolds Crescent. Inv. 02215   | £1639.18  |
| BACS | Burnt Oak Developments                        | Monthly maintenance fee for September. Inv TBC  | £1183.18  |
| BACS | Cllr Dianne Finney                            | Reimbursement for purchase of new door locks for pavilion   | £17.19    |
| BACS | EDGE IT Systems Ltd                           | Temporary band increase on finance software – Inv. 35479  | £122.40   |
| BACS | Arthur J Gallagher (Came & Company insurance) | Annual insurance policy fees – Inv. 30100495  | £3,093.80 |
| BACS | Sovereign Design & Play                       | Ratification: Deposit payment for play area equipment – Inv. 122155   | £2,456.65 |
| BACS | FreshAir Fitness                              | Ratification: Deposit payment for adult gym equipment – Inv. 21433  | £7,190.57 |
| BACS | GB Locksmiths & Installations Ltd             | Change of locks to CCTV cabinet Dragon Lane – Inv. 1999   | £85.00    |
| BACS | Autela Payroll Services Ltd                   | Quarterly payroll services fees – Inv. 7268   | £71.82    |
| D/D  | Everflow                                      | Water services monthly fees (Oct/Nov) – Alans Way Pavilion Inv. 1145946   | £190.05   |
| D/D  | Everflow                                      | Water Services monthly fees (Aug/Sept)– Alans Way Pavilion Inv.   | £321.26   |
| D/D  | EDF Energy                                    | Monthly electricity fees - September  | £191.00   |

| D/D  | Hinckley & Bosworth Borough Council   | Quarterly trade waste and recycle bin collection fees – Inv. 4002166049 | £318.18  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
|--|---|---|--|------|---------|-----------------|--------|----------|-----------------|---------------|-------|----------|--|--------|----------|---------------------------------|---------|----------|-----------------------------------|--------|----------|-------------|---------|----------|--|--------|----------|-------------|---------|--------------|--|--|----------------|------|---------|-----------------|--------|----------|--------------------------|---------------------------|------------|
| D/D  | Hinckley & Bosworth Borough Council   | Quarterly litter and dog waste bin collection fees – Inv. 4002167255    | £524.16  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 21/276   | <p><b>Balance of Accounts (as at 29.09.2021)</b></p> <p>To NOTE the balances and reconciliations for August and September 2021.</p> <ul style="list-style-type: none"> <li>Current Account Balance £9202.04</li> <li>Deposit Account Balance £136,043.42</li> </ul> <p><b>TOTAL £145,245.46</b></p>   |   | <p><b>Reserves</b></p> <p>Heritage Walk £14,972.79</p> <p>Newbold Heath (Green Energy) £10,080.96</p> <p>Adult Gym Equip. £4,565.43</p> <p>Library Website £1,374.00</p> <p>PPE Equipment £200.00</p> <p>Sports Pavilion £6,400.00</p> <p>Sports Ground and All Weather £4,640.00</p> <p>Heritage Board Project £1,425.00</p> <p>Memorial Garden £1,000.00</p> <p>Cemetery Memorial Garden £2,000.00</p> <p>Neighbourhood Plan £5,000.00</p> <p><u>General Reserves</u> £77,202.00</p> <p><b>TOTAL £129,110.18</b></p> |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 21/277   | <p><b>Income</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Account</th> <th>Income Received</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>03/09/21</td> <td rowspan="8">Deposit Account</td> <td>BANK INTEREST</td> <td>£3.13</td> </tr> <tr> <td>03/09/21</td> <td>Pavilion Hire fees – Wine Appreciation Group</td> <td>£25.00</td> </tr> <tr> <td>05/09/21</td> <td>Football pitch hire fees - July</td> <td>£255.00</td> </tr> <tr> <td>05/09/21</td> <td>Football pitch hire fees – August</td> <td>£30.00</td> </tr> <tr> <td>08/09/21</td> <td>Burial Fees</td> <td>£125.00</td> </tr> <tr> <td>09/09/21</td> <td>All weather pitch hire fees (Freeman) - August</td> <td>£48.00</td> </tr> <tr> <td>24/09/21</td> <td>Burial Fees</td> <td>£125.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>TOTAL</b></td> <td><b>£611.13</b></td> </tr> </tbody> </table> <p style="text-align: center;"><b>INTERNAL BANK TRANSFERS</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Account</th> <th>Income Received</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>16/09/21</td> <td>Deposit AC to Current AC</td> <td>Transfer to bolster funds</td> <td>£10,000.00</td> </tr> </tbody> </table> |   |  | Date | Account | Income Received | Amount | 03/09/21 | Deposit Account | BANK INTEREST | £3.13 | 03/09/21 | Pavilion Hire fees – Wine Appreciation Group | £25.00 | 05/09/21 | Football pitch hire fees - July | £255.00 | 05/09/21 | Football pitch hire fees – August | £30.00 | 08/09/21 | Burial Fees | £125.00 | 09/09/21 | All weather pitch hire fees (Freeman) - August | £48.00 | 24/09/21 | Burial Fees | £125.00 | <b>TOTAL</b> |  |  | <b>£611.13</b> | Date | Account | Income Received | Amount | 16/09/21 | Deposit AC to Current AC | Transfer to bolster funds | £10,000.00 |
| Date   | Account   | Income Received   | Amount   |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 03/09/21   | Deposit Account   | BANK INTEREST   | £3.13  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 03/09/21   |   | Pavilion Hire fees – Wine Appreciation Group                            | £25.00   |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 05/09/21   |   | Football pitch hire fees - July   | £255.00  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 05/09/21   |   | Football pitch hire fees – August                                       | £30.00   |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 08/09/21   |   | Burial Fees   | £125.00  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 09/09/21   |   | All weather pitch hire fees (Freeman) - August                          | £48.00   |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 24/09/21   |   | Burial Fees   | £125.00  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| <b>TOTAL</b>   |   |   | <b>£611.13</b>   |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
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| 16/09/21   | Deposit AC to Current AC  | Transfer to bolster funds   | £10,000.00   |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| <b>QUARTER 2 FINANCE REPORTS &amp; INTERNAL CONTROL REVIEW</b> |   |   |  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 21/278   | <p>a) To NOTE the contents of the Quarter 2 Finance Reports.</p> <p>b) To NOTE the Internal Control Review completed by Cllr Oliver and the authorisation of such.</p>  |   |  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| <b>CIRCULATIONS TO NOTE</b>                                    |   |   |  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 21/279   | <p>Emails: LRALC – Monday Round Robin Updates    Emails: HBBC – regarding waste collection disruptions</p> <p>Email: HBBC – press releases (added to Facebook and website)                  Emails: HBBC – licensing applications</p>   |   |  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |
| 21/280   | <b>ITEMS FOR NEXT AGENDA</b>  |   |  |      |         |                 |        |          |                 |               |       |          |  |        |          |                                 |         |          |                                   |        |          |             |         |          |  |        |          |             |         |              |  |  |                |      |         |                 |        |          |                          |                           |            |

*The meeting will be closed in full at this juncture, to allow council to discuss confidential matters.*

|   |                                   |  |  |
|---|-----------------------------------|--|--|
| 21/281  | <b>CLOSURE OF COUNCIL MEETING</b> |  |  |
| <p>Pursuant to Standing Order 3.0(d) and the Public Bodies (Admissions to Meetings) Act 1960 Section 2, Council will close the meeting to the public due to the need to discuss confidential matters as follows:</p> <ul style="list-style-type: none"> <li><b>Village Flower Tubs</b></li> </ul> |                                   |  |  |