



Newbold Verdon

PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING

On Monday 04 May 2020 at 7.00pm

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 at 7pm.

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

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

Signed: *J. Flavell* Josie Flavell, Clerk

AGENDA

ANNUAL MEETING

20/613 ELECTION OF CHAIRMAN

- a) Resolve to elect a Chairman for the 2020-21 municipal year.
- b) To receive the Declaration of Acceptance of Office.

20/614 APOLOGIES

To receive and consider all apologies reported.

ALL

20/615 DECLARATION OF INTERESTS

- a) To consider any Declarations of Disclosable Pecuniary or Other Interests (DPI).
- b) To consider any Dispensations or written requests for dispensation of DPI.

20/616 MINUTES

Resolve to the Chairman approving the minutes of the meeting held on 06 April 2020.

ALL

20/617 APPOINTMENT OF INTERNAL CONTROLLER

Resolve to appoint Cllr Martyn Oliver as Internal Control Councillor for the 2020-21 municipal year.

ALL

20/18 APPOINTMENT OF REPRESENTATIVES

Resolve to appoint the following representatives:

- a) Josie Flavell (Clerk) – Burial Superintendent
- b) Cllr J Finney – Tree Warden
- c) Vacancy – Footpath Warden
- d) Vacancy – Police Liaison Officer

ALL

20/619 APPOINTMENT TO COMMITTEES

Resolve to re-appoint the following to all committees and steering groups:

- a) Cllr Davison – Chairman to Neighbourhood Plan Steering Committee
- b) Cllr J Crooks, Cllr Davison, Cllr D Finney, Cllr Pletcher – Resources Committee
- c) Cllr J Crooks, Cllr, B Crooks, Cllr Sheppard-Bools, Cllr D Finney, Pam Cairns, Pam Grice, Marianne Perks and Tim Wright – Parks and Open Spaces (Green Space) Committee
- d) Cllr D Finney, Cllr Davison, Cllr Pletcher – Planning Committee

20/620	CHEQUE & BACS SIGNATORIES/AUTHORISATION	
a) Resolve to the BACS authorisation list remaining as per the bank mandate, i.e. full council. b) Resolve to the current cheques signatory list remaining as per the current bank mandate, i.e. full council.		ALL
20/621	REVIEW OF MEMBERS INTERESTS	
Resolve to accept all updated council member forms received by the Clerk, as the new register of Members Interests.		ALL
20/622	INTERNAL AUDIT	
a) Consider and note the contents of the Internal Audit report for year ending 31 st March 2020. b) Resolve to accept and note the contents of the Clerk/RFO's Audit Action Plan.		ALL
20/623	POLICIES AND PROCEDURES	
<u>Policies and Procedures</u> To note the review of all policies and resolve to re-adopt them all as follows:		ALL
a) Standing Orders		
b) Financial Regulations		
c) Code of Conduct		
d) Training and Development Policy		
e) Complaints Policy & Procedure		
f) Safeguarding Children 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		
ANNUAL GOVERNANCE AND ACCOUNTING – YEAR ENDING 31ST MARCH 2020		
20/624	<u>Annual Governance Statement - 31st March 2020</u> Resolve to the Chairman approving Section 01 Annual Governance Statement of the Annual Governance and Accountability Return for year ending 31 st March 2020	ALL
20/625	<u>Accounting Statement – 31st March 2020</u> Resolve to the Chairman approving Section 02 Accounting Statement of the Annual Governance and Accountability Return for year ending 31 st March 2020	ALL
20/626	GENERAL POWER OF COMPETENCE	
Resolve to adopt the General Power of Competence due to meeting the eligibility criteria.		ALL

ORDINARY MEETING

PUBLIC PARTICIPATION

20/627	Due to the current Governmental lockdown laws, this meeting will be conducted via the video conference app Zoom. Please contact the Clerk for the meeting login details if you would like to join council online. a) To receive a brief update from County Councillor Bill Crooks. b) To receive a brief update from Borough Councillors Joyce Crooks and Mark Sheppard-Bools
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ITEMS FROM PREVIOUS MINUTES

20/628	<u>Neighbourhood Plan</u> a) To receive an update from Cllr Davison. b) Resolve to agree to the recommendation to repeat Regulation. c) Resolve to agree a budget for £2k to pay Your Locale for remaining consultancy services.	HD
20/629	<u>Dragon's Lane Improvements</u> a) To receive an update from Cllr J Crooks. b) Resolve to moving the new footpath to allow for a swing and slide to be installed behind it.	JC

ITEMS FROM PREVIOUS MINUTES		
20/630	<u>Toddler Play Area Surface</u> To receive an update concerning the Wicksteed complaint regarding the sunken play surface.	JF
20/631	<u>Defibrillator</u> a) To receive an update from the Clerk. b) To resolve to approve a quote for £145 (+Vat) for the cost of an electrician.	JF
20/632	<u>Memorial – Michael Preston</u> a) Resolve to use the wording recommended by Cllr J Crooks as circulated prior to the meeting. b) Resolve to purchase a cast iron plaque for this purpose (as per the details circulated prior to the meeting) and agree a budget of £250.00.	ALL
20/633	<u>Sports Field Quotes</u> To discuss and agree to the recommendation by Burnt Oak Developments to install verti-draining and surface slit the sports field at a cost of £1420.00 (exc. VAT).	JF
GENERAL MATTERS		
20/634	<u>Banking Arrangements</u> Consider closing the HSBC banking accounts and join Unity Bank once Covid-19 has abated – as per a recommendation report circulated prior to the meeting.	JF
20/635	<u>Regular Payments List</u> Resolve to approve the regular payments list for the 2020-21 year.	JF
20/636	<u>BT Kiosk</u> To receive an update from Cllr Finney and the Clerk.	JF/DF
20/637	<u>Payroll Date Change</u> To note the change of date for payroll from 1 st of the month to 25 th of each month so council are working in line with HSBC guidelines.	JF
20/638	<u>Astley Computers – Back-up Services</u> a) Resolve to renew the annual contract with Astley Computers for the back-up service at a cost of £120.00. b) Resolve to the Clerk purchasing a memory stick to put a third back-up system in place.	JF
20/639	<u>Social Media</u> Consider and agree to set up a Facebook page to allow promotion of the sports field and pavilion and to communicate more effectively with the community.	JF
20/640	<u>Mowing Request</u> Resolve to add the section of grass outside no. 4 Old Far Lane to the grass cutting schedule.	JF/DF
20/641	<u>Code of Conduct Training</u> Resolve to approve the fee for full council to receive training in this area at a cost of £90.00 with LRALC.	DF
20/642	<u>COVID-19</u> a) To discuss parish responses to the current pandemic. b) Discuss and agree whether the council can do anything help the community during the pandemic.	HD MO
20/643	<u>Replacement Benches – Cemetery</u> Resolve to approve a budget of £1500 to purchase and install 2 new benches for the cemetery.	JF/DF
20/644	<u>Memorial Benches and Trees (Sports Field)</u> Consider and agree on what memorial benches and trees are required for the sports field.	DF
20/645	<u>Location of Memorial Bench</u> Approve and ratify the location of this bench, as decided outside of a council meeting in honour of the late Mr Lane.	ALL
20/646	<u>Dog Waste Bin</u> Discuss and agree to resolve to purchase and install a new dog waste bin off Peters Avenue leading to Newbold Spinney and agree a budget of £250.00 for this purpose.	JC

PLANNING APPLICATIONS		
20/647	<u>20/00335/ – 45CONDIT 34 Hornbeam Road, Newbold Verdon</u> Variation of condition 2 of planning permission 17/00757/FUL to enable the development to be implemented in accordance with the amended plans.	ALL
20/648	<u>20/00324/HOU – 9 Rush Close, Newbold Verdon</u> Single storey front extension.	ALL
20/649	<u>Bloors Planning Application</u> To discuss any updates concerning this application.	HD
20/650	<u>The Swan Change of Use Application</u> To discuss how the change of use from a public house to private dwellings will affect the community.	MO

20/651 ACCOUNTS

Accounts for Payment – Current Account

- To consider and resolve to all payments being made, as set out in the table below.

Ref.	Payee	Description	Power to Pay	Amount
ONLINE PAYMENTS VIA BACS TRANSFER & CHEQUE				
BACS	Josie Flavell	Clerk's April Salary <i>*please note change in amount actually paid, post approval at the April meeting due to tax code changes</i>	LGA 1972 S112	£1509.00
BACS	Glynis Parker	Caretakers April Salary <i>*please note change in amount actually paid, post approval at the April meeting due to tax code changes.</i>	LGA 1972 S112	£544.05
BACS	Josie Flavell	Clerk's May Salary	LGA 1972 S112	£1589.80
BACS	Glynis Parker	Caretakers May Salary	LGA 1972 S112	£543.85
BACS	Josie Flavell	Clerk's expenses – payment of Zoom monthly fee for May	LGA 1972 S144	£14.39
BACS	HMRC	Tax and NI contributions for May	LGA 1972 S112	£678.66
BACS	Burnt Oak Developments	Greens maintenance works to cemetery – Inv. 01767	Open Space Act 1906 SS 9 and 10	£10,799.22
BACS	John Dowell	Expenses – reimbursement for purchase of new toner cartridges for mended canon printer in the parish office.	LGA 1972 S111	£101.99
BACS	Your Locale	Neighbourhood Plan consultancy fees – Inv. NVPC/010	Neighbourhood Plan Regulations 2017	£1200.00
BACS	Your Locale	Neighbourhood Plan consultancy fees – Inv. NVPC/012	Neighbourhood Plan Regulations 2017	£600.00
BACS	HMRC	Monthly NI and Tax contributions for April	LGA 1972 S112	£678.26
BACS	Everflow Limited	Water service charges – Inv. 496943 (March to 15 th May)	Public Health Act 1936	£281.85
BACS	Everflow Limited	Water service charges – Inv. 523755 (May to June)	Public Health Act 1936	£144.30
BACS	Defib Store	External defib cabinet – Inv. 9253	LGA 1972 S111	£658.80
BACS	Anmic Consulting	Repairs services to gate, security lock to pavilion door, repair fence and purchase and install a new master lock.	LGA 1972 S133	£91.66
BACS	Edge IT Systems Ltd	Accountancy services for locking down year end on Edge accounting system.	LGA 1972 S111	£214.66
BACS	Astley Computers	Renewal fee for back-up service – Inv. NV0002	LGA 1972 S111	£120.00
BACS	LRALC	Appraisals Training fee – Inv. 19/862	LGA 1972 S175	£40.00
BACS	LRALC	Annual LRALC and NALC subscription fees – Inv. 19/776	LGA 1972 S111, S143	£576.83
BACS	Musco Lighting	Installation of 8 no. new floodlights – Inv. 6612	LGA 1976 S19	£2100.00
BACS	Balls of Barwell	Repair of floodlights switch/timer – Inv. 1998	LGA 1972 S133	£154.80

