



Newbold Verdon PARISH COUNCIL

NOTICE OF ORDINARY COUNCIL MEETING

On Monday 06 April 2020 at 7.00pm

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

19/578	APOLOGIES	
To consider all apologies reported		
PUBLIC PARTICIPATION		
19/579	Due to the current Governmental lockdown laws, this meeting will not be conducted publicly, but council will consider all items which have been emailed to the Clerk prior to the meeting, by members of public. Please email any issues you wish to raise by no later than Sunday 5 th April. a) To receive a brief update from County Councillor Bill Crooks. b) To receive a brief update from Borough Councillor Mark Sheppard-Bools	
19/580	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.		
19/581	MINUTES	
Resolve to Chairman Finney approving the minutes of the Ordinary Meeting held on 2 nd March 2020 outside of this meeting (as emailed to the Chairman) due to COVID-19.		ALL
ITEMS FROM PREVIOUS MINUTES		
19/582	<u>Neighbourhood Plan</u> a) To receive an update from Cllr Davidson and the Clerk. b) Resolve to approve the payment of £1,800 to clear invoices 10 and 12 with Your Locale Neighbourhood Plan Consultant. c) Resolve to approve a budget of £2,000 to cover costs associated with completing the Neighbourhood Plan.	HD/JF HD/JF
19/583	<u>Dragon's Lane Improvements</u> a) To receive an update and agree to any recommendations put forward by the Green Space Committee. b) Resolve to purchase the CCTV system recommended by Chris Nichols at a cost of £7661.00. To be paid for out of the ring-fenced grant money. c) To resolve to ratify the decision made outside of a meeting by council, to allow Chris Nichols to apply for the planning permission required for the CCTV installation.	JC
19/584	<u>Toddler Play Area Surface</u> To receive an update concerning the sunken surface from the Clerk.	JF
19/585	<u>Cricket Club Update</u> To receive an update from Chairman Finney regarding a recent meeting held with the Chairman of the Cricket Club.	DF

ITEMS FROM PREVIOUS MINUTES		
19/586	<u>Flood Lights</u> To resolve to approve one of the below quotes to install new floodlights. <ul style="list-style-type: none"> a) Musco Lighting - £1,060 for two faulty lights to be replaced or £1,750.00 for all 8 lights to be replaced. b) Energy Electrical - £1,186 +VAT for two faulty lights to be replaced, or £1,922 +VAT for all 8 lights to be replaced. 	JF
19/587	<u>Mowing of Outfield</u> a) To receive an update from the Clerk. b) To resolve to have the outfield mowed on a weekly or bi-weekly basis for an extra £80 per cut.	JF
19/588	<u>Defibrillator</u> a) To receive an update from the Clerk as to the process for moving the defibrillator to an external wall of the pavilion. b) To resolve to approve the costs associated with the aforementioned, such as the purchase of the external cabinet and electrician to install it.	JF
GENERAL MATTERS		
19/589	<u>Cemetery Shed</u> To agree a plan of action to move the shed from the Cemetery to Alans Way.	DF
19/590	<u>31st March 2020 Year End Accounts</u> a) To receive the year end accounting reports and note their contents. b) To resolve to the Chairman approving Section 01 of the Annual Governance and Accountability Return for year ending 31 st March 2020	JF/DF
19/591	<u>Memorial – Michael Preston</u> Agree a plan of action.	DF
19/592	<u>Removal of BT Payphone Consultation - Main Road, Newbold Verdon</u> Resolve to respond to the above consultation and agree comments.	ALL
19/593	<u>Hallmaster – Online Booking Tool</u> Resolve to purchase the Hallmaster system for £137.00 per annum to replace the Google calendar for sports field/pavilion bookings.	JF
19/594	<u>Sky Lanterns/Helium Balloons</u> Resolve to ban the use of sky lanterns and helium balloons in public areas/greens spaces.	JC
19/595	<u>Covid-19 and Delegation of Council Functions</u> In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.	DF
19/596	<u>Zoom Video Conference Call Facility</u> Resolve to approve the cost of £11.99 per month, to allow council to use the Zoom application to hold video conference call meetings for the foreseeable future, until sanctions are lifted by central Government.	JF
19/597	<u>Everflow Water Contract</u> Resolve to ratify the decision made by the Clerk to switch the water contract from WaterPlus to Everflow Ltd, due to the contract ending between meetings and cost.	JF
19/598	<u>Cleaning Products Purchase</u> Resolve to ratify the decision made by the Clerk to user her emergency powers between meetings to purchase cleaning products from Viking Direct.	JF

19/599	<u>Weed Killing</u> Resolve to ratify the cost of £180.00 to have Burnt Oak Developments weed kill all areas of the sports ground and car parking area at Alans Way.	JF
19/600	<u>Newbold Verdon Football Club(NVFC)</u> To consider the requests by NVFC regarding the football pitches and long term usage, as per the report circulated to council prior to the meeting.	JF
19/601	<u>Signage Quotes</u> Resolve to the following quotes from Creative Sign and Design: a) No Dogs Allowed sign for St James Church £44 +VAT. b) PSPO Signage for Mallory Close POS £36.00 +VAT.	JF
19/602	<u>Sports Field Quotes</u> To consider, discuss and approve the quotes received from Burnt Oak Development to improve the sports field pitches and outfield.	JF

PLANNING APPLICATIONS

19/603	<u>20/00241/HOU – 45 Desford Road, Newbold Verdon</u> Two storey rear extension, loft conversion and dormer window to the rear.	ALL
19/604	<u>20/00125/P3CQ – Barn East of Bagworth Road, Newbold Heath, Newbold Verdon</u> Prior notification for change of use of agricultural building to one dwelling house (use class C3) and for associated operational development including the demolition of the adjoining pole barn buildings.	ALL
19/605	<u>20/00293/HOU – 65 Dragon Lane, Newbold Verdon</u> Two storey extension to side and single storey extension at rear of house.	ALL

19/606 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	Glynis Parker	Caretakers March Salary	LGA 1972 S112	£466.45
BACS	Josie Flavell	Clerk's April Salary	LGA 1972 S112	£1656.01
BACS	Glynis Parker	Caretakers April Salary	LGA 1972 S112	£TBC
BACS	LRALC	Training course – Councillor Inv. 19/591	LGA 1972 S175	£40.00
BACS	LRALC	Training course – Chairman Inv. 19/617	LGA 1972 S175	£40.00
BACS	Josie Flavell	Clerk's expenses – mileage and parking to visit HSBC x 2, hand sanitiser, cleaning products and postage.	LGA 1972 S112	£58.82
BACS	Burnt Oak Developments	Greens maintenance works to cemetery, Dragons Lane and Alans Way – Inv. 01714	Open Space Act 1906 SS 9 and 10	£1872.00
BACS	Josie Flavell	Reimbursement for purchase of 1 month's Zoom app fees for video conferencing.	LGA 1972 S144	£11.99
BACS	Dianne Finney	Expenses – purchase of new key to Alans Way for maintenance contractor	LGA 1972 S111	£10.00
BACS	TP Jones & Co LLP	Quarterly Payroll contract fees (Jan to March) Inv. TPJ/P626	LGA 1972 S112	£79.20
BACS	HMRC	Monthly NI and Tax contributions for March	LGA 1972 S112	£691.00
BACS	Viking Direct	Purchase of cleaning products for pavilion Inv. 881655	LGA 1976 S19 LGA 1972 S111	£218.93
BACS	Viking Direct	Purchase of hand cleaning products for pavilion Inv.915989	LGA 1976 S19 LGA 1972 S111	£59.35
BACS	Everflow Ltd	Water service charges (new account) Inv. 496943	Public Health Act 1936 s125 LGA 1972 S111	£281.85
BACS	E.on Energy	Final account charges to close account – Inv. H18477F0A3	LGA 1972 S133	£42.90

BACS	Wellers Hedley (Wellers Law Group Ltd)	Legal fees for work completed to the Cricket Club agreement. Inv. 077660	LGA 1972 S222	£690.00
BACS	WaterPlus	Final water bill – Inv. 03464127	Public Health Act 1936 s125 LGA 1972 S111	£618.88
BACS	Your Locale	Neighbourhood Plan consultancy fees – SEA response Inv. YL/NVPC/012	Neighbourhood Plan Act 2017	£600.00
BACS	Your Locale	Neighbourhood Plan consultancy fees – Support for NP processes Inv. YL/NVPC/010	Neighbourhood Plan Act 2017	£1,200.00
Direct Debit Payments				
D/D	Hinckley & Bosworth Borough Council	Dog Waste collection quarterly fees – Inv. 4001748808 (April Fees)	Waste Regulations (Eng. & Wales) 2011	£514.80
D/D	Hinckley & Bosworth Borough Council	Trade/Litter Waste collection quarterly fees - Inv. 4001746677 (April Fees)	Waste Regulations (Eng. & Wales) 2011	£321.10
D/D	WaterPlus	Monthly Direct Debit against Inv. 03428625	Public Health Act 1936 s125 LGA 1972 S111	£160.75
D/D	British Telecommunications PLC	Monthly broadband, mobile and telephone costs Bill: M020 A4 (February)	Telephone Act 1984 S97	£64.30
D/D	Spoton.net Limited	Monthly website domain name fees	LGA 1972 S142	£48.00
D/D	British Telecommunications PLC	Monthly broadband, mobile and telephone costs Bill: M021 E3 (March)	Telephone Act 1984 S97	£68.92
TOTAL TO BE APPROVED				£9,815.25
19/607	<u>Balance of Accounts as at 31.03.2020</u> Current Account Balance £8,725.66 Reserve Account Balance £177,961.40			
19/608	<u>Income</u>			
	Date	Account	Income Received	Amount
	06/03/20	Reserves Account	Burial fees and pavilion bookings	£104.51
	Date	Account	Income Received	Amount
	March 2020	Current Account	Nothing to report.	£0.00
19/609	<u>CANCELLED CHEQUES</u> To note the list of cheques to be cancelled due to the banking issues experienced.			
19/610	<u>Online Banking Issues</u> To ratify and approve the emergency decision made by full council between meetings, to allow the ex-clerk Ja'Neen Day to login into the Newbold Verdon PC online bank accounts to pay the February and March invoices, March salaries and print off the statements for year end, due to the bank not recognising the new Clerk Josie Flavell as a user and not allowing any other council member to access the account either.			
CIRCULATIONS TO NOTE				
19/611	<ul style="list-style-type: none"> ▪ Letters & Emails: Hinckley & Bosworth Borough Council – COVID-19 ▪ Emails: Leicestershire County Council – COVID-19 ▪ Email: Allan Robottom NVFC – request to organise pitches and set days of use ▪ Email: Chris Nichols STEMP – CCTV costings 			
19/612	ITEMS FOR NEXT AGENDA			