



# Newbold Verdon PARISH COUNCIL

## NOTICE OF ORDINARY PARISH COUNCIL MEETING On Monday 07 December 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/4680099624?pwd=Mk9VeGxlUkRacnRGbWVEeWh3dWRvZz09>

**Meeting ID:** 468 009 9624

**Passcode:** 774988

**Please inform the Clerk of your apologies, if you are unable to join.**

**Tel:** 07483 347773 **Email:** [clerk@newboldverdonpc.org.uk](mailto:clerk@newboldverdonpc.org.uk)

**Signed:** *J. Flavell* Josie Flavell, Clerk

## AGENDA

### OPENING PROCEDURES

20/934	To receive and approve all reported apologies.
20/935	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.
20/936	To consider any declaration of disclosable pecuniary or other interests (DPI).
20/937	To consider any dispensations or written requests for dispensation of DPI.

### ITEMS FROM PREVIOUS MINUTES

20/938	<p><u>Dragon Lane Project (Min Ref. 20/845)</u></p> <p>a) To receive a progress report from the Clerk.</p> <p>b) Resolve to approve invoice no. MA1570 for £44,741.44 (exc. VAT) for completion of the toddler play area, installation of new play equipment, new footpaths, installation of bricked area for benches and associated ground works.</p> <p>c) Resolve to allow the Clerk/RFO to pay the final invoice/balance for phase one of this project between meetings and to ratify this at the January 2021 meeting, at a cost of £20,554.77 (exc. VAT).</p> <p>d) Resolve to approve the cost of £300 for a Post Installation Inspection with The Play Company.</p> <p>e) Resolve to approve the Grant Legal Agreement from Hinckley and Bosworth Borough Council to allow for the grant funding of £78,650 to be released and all invoices submitted to that amount, to be reimbursed to the Parish Council. Agree also, for the Clerk to authorise the agreement on behalf of Council.</p> <p>f) Resolve to approve the cost of £1,500.00 (Exc. VAT) for Burnt Oak Developments to install weed rings around all 30 trees in the orchard as a weed barrier and to aid the health and safety of the trees.</p>	JF
20/939	<p><u>Mallory Close Planting (Min. Ref. 20/806)</u></p> <p>a) To receive an update concerning costs in relation to maintaining the current planting scheme, as well as costs associated with removing said scheme and creating a wildflower area instead.</p> <p>b) To consider and agree a planting scheme for this area of the green space.</p>	DF
20/940	<p><u>Newbold Heath Funds (Minute Ref. 20/809)</u></p> <p>To receive an update from the Clerk.</p>	JF

20/941	<u>Parish Initiative Fund (20/812)</u> Resolve to apply for the costs to have the pavilion roof insulated and whether or not to still apply for the other items as discussed at the November meeting.	ALL
20/942	<u>Commercial Trade Bins – Alans Way (Min Ref. 20/800(a))</u> To receive an update from the Clerk concerning the reduction in collections and fees.	JF
20/943	<u>Baptist Church</u> To receive an update from the Clerk.	JF
<b>GENERAL MATTERS</b>		
20/944	<u>Councillor Resignation and Casual Vacancy</u> a) To receive and accept Cllr Heather Davison's resignation from office. b) To receive an update from the Clerk concerning the casual vacancy.	JF
20/945	<u>BT Contract Renewal</u> Resolve to ratify the monthly cost of £63.35 (exc. VAT) for the new two year contract which includes superfast broadband installation, office and new mobile phone costs.	JF
20/946	<u>Section 106 Funds</u> Resolve to identify and agree which area to spend (play and open space) S106 funds available from HBBC at an amount of £1,250.80.	JF
20/947	<u>Appointment of Caretaker</u> a) Resolve to appoint Mr Michael Parker as Caretaker to Alans Way at 3 hours per week. Salary as per information circulated to Council prior to the meeting. b) Resolve to the Clerk/RFO approving the employment contract.	ALL
20/948	<u>CCTV Policy and Data Protection Officer</u> a) Resolve to approve the draft CCTV policy as circulated prior to the meeting. b) Resolve to authorise Mr Michael Parker to be a secondary Data Controller for the Alans Way CCTV system. c) Resolve to purchase a mobile phone and agree a budget for this, to enable Mr Parker to use it for the CCTV monitoring software and other council business.	JF
20/949	<u>Newbold Verdon Cricket Club Lease Agreement</u> Resolve to the Chairman and one other council member approving the finalised Lease Agreement document between NVCC and Newbold Verdon Parish Council.	ALL
20/950	<u>Debit Card</u> Resolve to the Clerk/RFO applying for a business account debit card with a limit of £750.00.	ALL
20/951	<u>Citizens Advice Donation Request</u> To consider the request from Citizens Advice for a donation and agree whether to donate a sum of money to their cause.	JF
20/952	<u>2021-22 Meeting Dates</u> Resolve to approve the list of proposed meeting dates for the 2021-22 year.	JF
20/953	<u>Neighbourhood Plan</u> a) To receive an update from the Clerk. b) Resolve to appoint a Council member to step into the role of Chairman to the NHP Steering Committee to replace Cllr Davison.	JF
20/954	<u>Montague Trust</u> a) To receive an update from Chairman Finney b) Resolve to appoint a Council member as a Trustee to replace Cllr Davison.	DF
20/955	<u>Pavilion</u> To discuss issues concerning the building and agree an action plan.	DF
20/956	<u>2021-22 Budget and Precept</u> To receive an update from the Clerk and RFO concerning the proposed budget and precept.	JF

20/957	<u>Leicester Hospitals Consultation</u> To consider responding to this consultation and agree to the Clerk responding to the online survey on behalf of Council.	ALL	
20/958	<u>Annual Community Christmas Tree</u> To consider purchasing an artificial outdoor Christmas tree and add the cost to next year's budget.	ALL	
<b>PLANNING</b>			
20/959	<u>20/01197/HOU – 51 Dragon Lane, Newbold Verdon</u> Two storey side and rear extension.	ALL	
20/960	<u>Hinckley and Bosworth Local Plan: Sustainability Appraisal Consultation</u> Resolve to respond to the consultation and agree a response.	ALL	
20/961	<u>Land South of Station Road, Market Bosworth Draft Masterplan Consultation</u> Resolve to respond to the consultation and agree a response.	ALL	
<b>20/962 ACCOUNTS AND FINANCE</b>			
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 December Salary	£1709.24
BACS	Josie Flavell	Clerk's expenses – reimbursement for monthly Zoom fees – December	£14.39
BACS	Glynis Parker	Cleaners December Salary	£751.60
BACS	Michael Parker	Caretakers December Salary	£98.80
BACS	HMRC	December Tax/NI contributions	£601.14
D/D	British Telecommunications	Monthly bill for broadband, parish office phone and mobile Bill: M029 9B	£79.74
BACS	Michael Parker	Reimbursement for purchase of white paint for the pavilion toilets	£24.99
BACS	LRALC Limited	Training course fees: Cemetery and churchyard Inv. 19/1209	£40.00
BACS	Willy Albans & Sons Ltd	Valuation 2 – Wet Pour Toddler Play Area Inv. MA1569 <b>Approved at extra ordinary meeting – min ref. 20/845(a)</b>	£8,977.50
BACS	Willy Albans & Sons Ltd	Valuation 3 – main contract fees Inv. MA1570	£53,689.73
BACS	Hinckley and Bosworth Borough Council	Dog bin collection fee for new bin (to March 2021) – Inv. 9001848892	£83.16
BACS	The Community Heartbeat Trust	New adult and paediatric pads for defib at Pavilion – Inv. 7245	£219.36
BACS	Parish Online	Annual membership fee – Inv. 31UE012-0003	£96.00
BACS	The Defib Shop	New adult and paediatric pads for defib at the Church – Inv. 88989	£271.80
BACS	Viking Direct	Printer cartridges – Inv. 392544	£28.76
BACS	Jupiter Play and Leisure	Supply of new Play Equipment for Dragon Lane Project – Inv. 2895	£16,824.96
BACS	Cadeby Tree Sales Limited	Supply, delivery of real Christmas tree - Inv. TBC	£240.00
BACS	Lexis Nexis	Supply of 12 <sup>th</sup> Edition of Charles Arnold Baker book – Inv. TBC	£119.99
BACS	Academic Solutions	25% of Total fees for CDM Regulations for the Dragon Lane project. Inv. 5423	£480.00
BACS	NALC	Registration fee for quality council status awards – Inv. 14068	£60.00

<b>20/963</b>	<b>BALANCE OF ACCOUNTS &amp; RECONCILIATIONS</b>
<b>Balance of Accounts (October) as at 31.10.2020</b>	
<ul style="list-style-type: none"> <li>▪ Current Account Balance £8,664.00</li> <li>▪ Reserve Account Balance £212,276.16</li> <li>▪ To note that the reconciliations as at 31<sup>st</sup> October 2020 all balance and circulated to Council.</li> </ul>	
<b>Balance of Accounts (November) as at 30.11.2020</b>	
<ul style="list-style-type: none"> <li>▪ Current Account Balance £14,654.14</li> <li>▪ Reserve Account Balance £172,855.16</li> <li>▪ To note that the reconciliations as at 30<sup>th</sup> November 2020 all balance and circulated to Council.</li> </ul>	

<b>20/964</b>	<b>INCOME AND BANK TRANSFERS</b>			
	<b>Date</b>	<b>Account</b>	<b>Income Received</b>	<b>Amount</b>
	08/10/20	Deposit Account	P. Freeman – All Weather Pitch hire fees	£48.00
	19/10/20		Burial Plot Fee	£250.00
	26/10/20		HMRC VAT Qtr. 2 Refund	£4,892.53
	26/10/20		Market Bosworth AFC – football pitch hire	£420.00
	30/10/20		Tom Bell All Weather pitch hire fees - September	£36.00
	18/11/20		P. Freeman – All Weather Pitch hire fees	£60.00
	25/11/20		Market Bosworth AFC – football pitch hire	£495.00
	30/11/20		Tom Bell All Weather pitch hire fees - October	£24.00
	<b>Date</b>		<b>Amount</b>	<b>Income Received</b>
	09/10/20	Current Account	HBBC Refund for non-collection of trade bin	£45.60
<b>INTER-ACCOUNT TRANSFERS</b>				
	16/10/2020	Deposit AC to Current Account	Bolster funds.	£10,000.00
	06/22/2020	Deposit AC to Current Account	Bolster Funds	£20,000.00
	Nov 2020	Current AC to Deposit Account	Transferred refund to the deposit account as paid into wrong account.	£45.60
	24/11/2020	Deposit AC to Current Account	Bolster funds.	£20,000.00

<b>20/965</b>	<b>CIRCULATIONS &amp; CORRESPONDENCE</b>
<ul style="list-style-type: none"> <li>▪ LRALC: Training course information and Friday Round Robin emails</li> <li>▪ HBBC: Covid-19 updates and information concerning waste bin prices for 2021</li> <li>▪ Email Quotes: Christmas trees, pavilion electrics and fire proofing of storage room.</li> <li>▪ Wellers &amp; Headley Solicitors: Finalised Lease Agreement document for Newbold Verdon Cricket Club</li> </ul>	

<b>20/966</b>	<b>ITEMS FOR NEXT AGENDA</b>
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