



MINUTES OF THE 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, the Parish Council Meeting was held virtually via video conference app Zoom.

Tel: 07483 347 773 / Email: clerk@newboldverdonpc.org.uk

Present:

Chairman: Cllr. Dianne Finney

Councillors: Cllr J Finney, Cllr J Crooks, Cllr B Crooks, Cllr Sheppard-Bools, Cllr Petcher, Cllr Bates, Cllr Oliver, Cllr Dowell

Clerk: Josie Flavell (Mrs)

Public: 2 Members of Public

MINUTES

OPENING PROCEDURES

20/934	There were no apologies reported, although Cllr Bools declared he needed to leave the meeting at 19:25pm due to a prior engagement. Accepted by Council.
20/935	OPEN MEETING (Public Participation) a) There were no reports from the public to consider. b) Borough Cllr J Crooks report can be viewed and downloaded from the Parish Council website. c) County Council Cllr B Crooks report can be viewed and downloaded from the Parish Council website.
20/936	Cllr B Crooks and Cllr J Crooks declared an interest in all planning items due to a conflict of interest with both members being on the Planning Committee at HBBC. Accepted.
20/937	There were no dispensations or written requests for dispensation of DPI to consider.

MINUTES

The Clerk apologised for omitting this section on the agenda to allow for the November minutes to be approved. This will be rectified and all minutes approved at the January meeting.

ITEMS FROM PREVIOUS MINUTES

20/938	<p><u>Dragon Lane Project (Min Ref. 20/845)</u></p> <p>a) The Clerk reported that a site meeting was held with the contractor who has made good progress, with the works scheduled to be completed before Christmas, which will include the planting of all trees and the community orchard. The only item which will not be available for installation are the benches, but these will be fitted early next year when the contractor returns for second phase of the project.</p> <p>The Clerk also reported the CCTV base is due to be installed either later this week or early next week and that she had managed to secure a grant to help pay up to 75% of the CCTV costs with the funds being received in the next few weeks.</p> <p>The Clerk agreed to liaise with the contractor regarding the condition of the footpath and where it is sinking in places due to the works.</p> <p>The safety surface is lifting in places around the original slide and swings, between the hedgerow and safety matting, which will need looking at once the contractor has finished.</p> <p>The footpath near the Baptist Church has a huge hollow in it also and keeps filling up with rain water and requires rectifying. The drains need to be moved. Cllr B Crooks agreed to write to</p>	JF
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	<p>LCC concerning this matter.</p> <p>Cllr J Crooks reported that the litter and dog bins need to be moved out from the cobbled area to the rear of the Baptist Church with the transfer of this land being imminent. However, the contractor has stated that these are not part of the contract and will occur extra cost. Council agreed to add this to the January agenda and for the Clerk is to liaise with the Project Manager in the meantime.</p> <p>Lighting Bollards – Cllr Dowell asked if the bollards will have sensors. The Clerk agreed to ask the Project Manager and to report back to Council.</p> <p>b) Council RESOLVED 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) Council RESOLVED 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 circa £20,554.77 (exc. VAT).</p> <p>d) Council RESOLVED to approve the cost of £300 for a Post Installation Inspection with The Play Company.</p> <p>e) Council RESOLVED 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) Council RESOLVED 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>	
20/939	<p><u>Mallory Close Planting (Min. Ref. 20/806)</u></p> <p>Parishioners were consulted about this matter and views were received and circulated to Council. Due to the concerns involved, Council unanimously agreed to defer this to the January meeting to give more time to look into the matter and for a site visit to take place.</p> <p>Council agreed to meet on Wednesday 30th December at 11am and for the Clerk to write to all parishioners and let them know they can join the meeting.</p>	JF
20/940	<p><u>Newbold Heath Funds (Minute Ref. 20/809)</u></p> <p>The Clerk reported that £9294.28 has been received into this fund thus far but £5256.00 was used to purchase the Speed Display Sign in 2019, leaving a balance of £4038.28. Every January /February, around £3k is received into the deposit account and Council need to decide next year how they will utilise this fund.</p>	-
20/941	<p><u>Parish Initiative Fund (20/812)</u></p> <p>Council RESOLVED to move this motion and discuss it under agenda item 20/955.</p>	-
20/942	<p><u>Commercial Trade Bins – Alans Way (Min Ref. 20/800(a))</u></p> <p>The Clerk reported that HBBC have agreed to reduce the trade waste bin collection to once a fortnight from the previous weekly collection and the recycling bin to once a month until the 1st April 2021, whereby the usual weekly collections will resume and a new contract agreed.</p>	-
20/943	<p><u>Baptist Church</u></p> <p>The Clerk reported that all paperwork and searches are now complete and the Solicitor is just awaiting for the go ahead from the Baptist Church legal team. The transfer papers can then be signed.</p>	-
GENERAL MATTERS		
20/944	<p><u>Councillor Resignation and Casual Vacancy</u></p> <p>a) Council received and accepted Cllr Heather Davison's resignation from office.</p> <p>b) The Clerk reported that casual vacancy forms have already been submitted to HBBC and that confirmation has been received that 10 parishioners have requested a contested election to fill the vacancy. Due to Covid-19, this will not take place until May 2021, therefore this seat will remain vacant until that time.</p>	-

20/945	<u>BT Contract Renewal</u> Council RESOLVED 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.	-
20/946	<u>Section 106 Funds</u> Council unanimously agreed to installing gates at Heritage Walk to make the play area safe by using these funds. The Clerk is to update HBBC and ask for the funds to be released. Bloors S106 – hedgerow work is currently being maintained and development will commence once the S106 legal agreement has been signed off by HBBC.	JF
20/947	<u>Appointment of Caretaker</u> a) Council RESOLVED 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) Council RESOLVED to the Clerk/RFO and Chairman approving the employment contract.	JF
20/948	<u>CCTV Policy and Data Protection Officer</u> a) Council RESOLVED to approve the draft CCTV policy as circulated prior to the meeting. The Clerk is to add this to the website. b) Council RESOLVED to authorise Mr Michael Parker to be a secondary Data Controller for the Alans Way CCTV system and to update ICO. c) Council RESOLVED to purchase a mobile phone and agreed a budget of £300 per annum, 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> Council RESOLVED to the Chairman and Cllr J Crooks approving the finalised Lease Agreement document between NVCC and Newbold Verdon Parish Council and for the Clerk to arrange for members of NVCC to approve the same.	JF
20/950	<u>Debit Card</u> Council RESOLVED to the Clerk/RFO applying for a business account debit card with a limit of £750.00. The Clerk is to arrange for the forms to be completed and approved outside of meetings. The Clerk to create a policy for this and bring to the January meeting.	JF
20/951	<u>Citizens Advice Donation Request</u> Council considered the request from Citizens Advice for a donation and agreed to donate £100.00 to their cause. The Clerk is to send a letter to confirm the amount.	JF
20/952	<u>2021-22 Meeting Dates</u> Council RESOLVED to approve the list of proposed meeting dates for the 2021-22 year.	JF
20/953	<u>Neighbourhood Plan</u> a) The Clerk reported that the comment responses for Regulation 14 were received back in September but need to be added to the correct form created by HBBC before they can be submitted to them by the Consultant Gary Kirk, along with his supporting documentation. Due to the setbacks experienced this year, the fees to complete the Neighbourhood Plan will be circa £3k, which is affordable due to what is in the budget for this year and next. The Clerk is managing all administrative tasks for the NHP at the current time. b) Council REOLVED to appoint a Cllr Petcher to step into the role of Chairman to the NHP Steering Committee to replace Cllr Davison. The Clerk is to update the Committee members.	JF
20/954	<u>Montague Trust</u> a) Cllr J Crooks reported that Trustee Mr Marvin requested that some allotment members be appointed as Trustees. b) Council RESOLVED to appoint Cllr J Finney to replace Cllr Davison. The Clerk is to update the Trustees.	JF
20/955	<u>Pavilion</u> Chairman Finney reported that there's no building regulation completion certificate and HBBC cannot find anything in their records either. The company that was named as completing this task also have no record on file, so this needs sorting out. The roof insulation at 3 inches is now not fit for purpose as regulations have changed since the	JF

	<p>building was completed and 12 inches is now needed.</p> <p>There is a big crack on the flooring in the showers/changing rooms and requires remedying as it is crumbling due to the rubberised water proofing flooring, not having been laid properly.</p> <p>There is also exterior damp due to the drip-ledges not having been installed correctly.</p> <p>Council unanimously agreed to the Clerk contacting the original Architect (DCI Architecture – Darren Inswift and requesting a site meeting.</p> <p><i>Minute Ref. 20/941 – Parish Initiative Fund</i></p> <p>Council unanimously agreed for the Clerk to gain quotes for the above matters and to bring it back to Council at either the January/February meeting for council to make an informed decision about whether to apply for this through the Parish Initiative Fund.</p>	
20/956	<p><u>2021-22 Budget and Precept</u></p> <p>Council met to discuss the draft budget and precept prepared by the Clerk/RFO on 30th November and unanimously agreed, subject to the tax base being received from HBBC and it not having greatly increased on the current year, Council will approve the draft budget and the proposed precept figure of £84,876 at its January 2021 meeting.</p>	JF
20/957	<p><u>Leicester Hospitals Consultation</u></p> <p>Council unanimously agreed to respond to this consultation and agree to the Clerk responding to the online survey on behalf of Council.</p>	JF
20/958	<p><u>Annual Community Christmas Tree</u></p> <p>Council unanimously agreed to purchase an artificial outdoor Christmas tree with fibre optic lights with a suitable base and to add the cost to next year's budget at circa £3k.</p> <p>Cllr J Crooks reported that the Ratby PC Christmas tree is wonderful. Cllr Dowell reported that he has the supplier information for this and will circulate the cost once received.</p> <p>Thanks were given to Cllr B Crooks, Cllr Oliver and Cllr Bates for helping decorate the community tree this year.</p>	JF/JD

PLANNING

20/959	<p><u>20/01197/HOU – 51 Dragon Lane, Newbold Verdon</u></p> <p>Two storey side and rear extension. Council unanimously agreed to a no comment response.</p>	JF
20/960	<p><u>Hinckley and Bosworth Local Plan: Sustainability Appraisal Consultation</u></p> <p>Council unanimously agreed to a no comment response.</p>	JF
20/961	<p><u>Land South of Station Road, Market Bosworth Draft Masterplan Consultation</u></p> <p>Council unanimously agreed to a no comment response.</p>	JF

20/962 ACCOUNTS AND FINANCE

Council RESOLVED 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 Approved at extra ordinary meeting – min ref. 20/845(a)	£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. 8944	£240.00
BACS	Lexis Nexis	Supply of 12 th Edition of Charles Arnold Baker book – Inv. I0396710Y	£119.99
BACS	NALC	Registration fee for quality council status awards – Inv. 14068	£60.00
BACS	Academic Solutions	25% of Total fees for CDM Regulations for the Dragon Lane project. Inv. 5423	£480.00

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

20/964	INCOME AND BANK TRANSFERS		
Council NOTED all income and transfers.			
Date	Account	Income Received	Amount
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
Date		Amount	Income Received
09/10/20	Current Account	HBBC Refund for non-collection of trade bin	£45.60
INTER-ACCOUNT TRANSFERS			
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

20/965 CIRCULATIONS & CORRESPONDENCE

Council NOTED all circulations.

- LRALC: Training course information and Friday Round Robin emails
- HBBC: Covid-19 updates and information concerning waste bin prices for 2021
- Email Quotes: Christmas trees, pavilion electrics and fire proofing of storage room.
- Wellers & Headley Solicitors: Finalised Lease Agreement document for Newbold Verdon Cricket Club

20/966 ITEMS FOR NEXT AGENDA

- Montague Trust
- Closed Session – employment matters
- Budget and Precept

In the absence of further business, the meeting closed at 20:15pm

Signed:
Dianne Finney - Chairman

Date: 04 January 2020