

Draft Minutes of Stoke Golding Parish Council

Minutes of the 390th meeting of Stoke Golding Parish Council held in the Methodist Church Hall on Wednesday 2nd May 2018

Attendance: Cllr R Terhege (in the chair), S Beale, C Pegg, P Goodsell, R Fisher, N Smith, Parish Clerk Theresa Case, County Cllr Ivan Ould, Borough Councillor Reg Ward, Jim Hope.

390/1 Apologies for Absence. Cllr R Mitchell.

390/2 To elect Chairman of the Council

The following was **RESOLVED:**

- It was unanimously **AGREED** to appoint Cllr Terhege as Chair.

390/3 To receive Chairman's acceptance of office

The following was **RESOLVED:**

- It was **NOTED** that Cllr Terhege signed the declaration of acceptance of office.

390/4 To elect Vice-Chairman of the Council

The following was **RESOLVED:**

- It was unanimously **AGREED** to appoint Cllr Beale as Vice-Chair.

390/5 To establish committees for the ensuing year, to appoint their members and review terms of reference

The following was **RESOLVED:**

- It was unanimously **AGREED** the Neighbourhood Plan Advisory Committee will include Cllrs Mitchell (chair) and Beale and non-councillor members will be re-appointed.
- It was **NOTED** that the NPAC Terms of Reference remain unchanged, however, the requirement for meetings every two months has temporarily been suspended.

390/6 To appoint the Registered Financial Officer (RFO)

The following was **RESOLVED:**

- It was unanimously **AGREED** to appoint Theresa Case as RFO.

390/7 Declarations of interest on items on the agenda and dispensations: None.

A report by County Cllr Ivan Ould was circulated to all councillors prior to the meeting and the following issues were discussed:

- Footpath on Stoke Road – narrow and in need of work to re-instate to required standard.
RESOLVED ACTION: Clerk to send letter to Director of Environment and Transport at LCC to request work.

Borough Councillor Reg Ward reported on the following issues:

- Dangerous potholes on Higham Lane and poor road surface on Station Road – Borough Cllr Ward to submit a report to the Director of Environment and Transport.
- Fly tipping in Leicestershire.
- Strategic Growth Plan.

Cllr Beale reported on reports of children been approached near village schools. County Cllr Ould confirmed that this should be reported by the schools to the Director for Children and Families at LCC.

390/8 Confirmation of 389th meeting minutes:

It was **RESOLVED** that the minutes of the Parish Council meeting held on 7th April 2018 were unanimously **AGREED** and the Chairman signed the minutes of the 388th meeting as a correct record of the meeting.

390/9 Matters arising:

Crime figures for February 2018 – the following figures were obtained from the police.uk website. 11 crimes reported:

- 1 violence and sexual offences near Wykin Lane – under investigation.
- 1 violence and sexual offences near Stoneley Road – under investigation.
- 1 violence and sexual offences near Recreation Ground – under investigation.
- 1 violence and sexual offences near Greenwood Road – under investigation.
- 1 violence and sexual offences near Church Close – under investigation.
- 1 vehicle crime near St Margaret Road – investigation complete, no suspect identified.
- 1 burglary near Greenwood Road – under investigation.
- 1 criminal damage/arson near Greenhills Road - investigation complete, no suspect identified.
- 1 public order near Greenhills Road – under investigation.
- 1 other theft near Church Walks – under investigation.
- 1 burglary near Hinckley Road - investigation complete, no suspect identified.

The following was **RESOLVED**:

- To **ACTION** the Clerk to publicise information for victim services in the Stoker.

390/10 Reports of elected officers of the council and the clerk:

a) Financial Progress Report

The following was **RESOLVED**:

- The Financial Report was unanimously **AGREED** and it was signed by the Chairman.
- Income for the month of April 2018 was **NOTED** at £28,328.04.
- Expenditure for the month of April 2018 was **VERIFIED** at £15,501.99.
- The bank reconciliation for the month of April 2018 was **NOTED**.

b) Reports of Council representatives and Clerk:

The following was **RESOLVED**:

- Ground Maintenance – It was **NOTED** that the annual walk around and review of performance for the ground maintenance contract had now taken place and all was satisfactory.

c) Playground inspection:

Monthly report: **NOTED**.

RESOLVED ACTION: None.

390/11 Planning Application Matters:

Planning application procedures were discussed and reviewed as follows:

a) New Applications:

38 Convent Drive, SG – T1 sycamore – fell, T2 cherry – crown reduction.

b) Amended: None.

c) Permissions approved:

27 Crown Hill Close, SG – erection of 2-bedroom dwelling with vehicular access and parking.

27 Andrew Close, SG – T1 conifer – fell, T2 cherry tree – prune to 50% of current height and width.

d) Refusals: None.

e) Appeals: None.

f) Withdrawn: None.

390/12 Review parish councillor's areas of responsibility

The following was **RESOLVED** and unanimously **AGREED**:

- CHAIR: Cllr Rachel Terheege – Sport in Stoke Golding (SISG) Committee.
- VICE: Cllr Sarah Beale – Data Protection, compliance, play equipment, Neighbourhood Plan Advisory Committee, Village Hall Management Committee and SISG.
- Councillors:
 - Cllr Chris Pegg – ground maintenance, cemeteries, recreation ground and Chair of SISG.
 - Cllr Fisher – SISG and Chair of the Village Hall Management Committee.
 - Cllr Mitchell – Chair of the Neighbourhood Plan Advisory Committee.
 - Cllr Smith – play equipment, SISG.
 - Cllr Goodsell – no current responsibilities.
- All councillors share responsibility for planning issues.
- To **ACTION** the Clerk to publish on the Stoke Golding Village Website.

390/13 Review inventory of land and assets

An up-to-date asset list was circulated to all councillors prior to the meeting.

The following was **RESOLVED**:

- The asset list was **NOTED**.
- To **ACTION** the Clerk to publish the asset list on the Stoke Golding Village Website.

390/14 Review of standing orders and financial regulations

The following was **RESOLVED**:

- The revised NALC Model Standing Orders were unanimously **AGREED** and **ADOPTED** by Stoke Golding Parish Council.
- It was **NOTED** that no amendments were required to the Financial Regulations.
- It was **AGREED** to add two standing items to future agendas: County and Borough Councillor reports and public participation.

390/15 Review complaints procedure

The following was **RESOLVED**:

- It was **NOTED** that no amendments were necessary to the complaints procedure.

390/16 Review of Council's subscriptions to other bodies

The following was **RESOLVED**:

- It was **AGREED** to proceed with the following subscriptions for the financial year 2018/19: CPRE, RCC, LRALC, L&RPFA, ICO, SLCC/ALCC.
- It was **AGREED** to proceed with the LRALC annual renewal, at a cost of £377.71.

- It was **AGREED** to proceed with the L&RPFA annual renewal, at a cost of £30.00.
- It was **AGREED** to proceed with the RCC annual renewal, at a cost of £60.00.

390/17 Review of Data Protection and Freedom of Information Policies

The following was **RESOLVED**:

Data Protection – GDPR Compliance

- It was **NOTED** that the General Data Protection Regulation (GDPR) will take effect on the 25th May 2018.
- It was **NOTED** that the Parish Council is already registered as a Data Controller with the Information Commissioner's Office (ICO); reference number ZA150741.
- It was **NOTED** that the updated Privacy Notices and the SAR Policy have been approved and published on the Stoke Golding Village Website.
- It was **NOTED** that existing consent has been refreshed and Privacy Notices issued to NPAC, volunteers and contractors.
- It was **NOTED** that LRALC will confirm arrangements for a Data Protection Officer (DPO) service shortly.
- The Data Audit has been updated and **AGREED**.
- The following documents were unanimously **AGREED** and **ADOPTED** by Stoke Golding Parish Council and will be published on the Stoke Golding Village Website:
 1. The Data Protection Policy.
 2. The Data Breach Policy
 3. The Records Management Policy
- It was **NOTED** that any new system (for example CCTV) will require a Data Protection Impact Assessment (DPIA).
- It was **NOTED** that the annual review of personal data was now complete and files de-personalised for the previous financial year.
- It was **NOTED** that all Councillors should ensure deletion of personal data from their own computers once business is concluded.
- Data security procedures were discussed and **NOTED**.

Freedom of Information

- It was **AGREED** that no changes were necessary to the Freedom of Information Policy.
- The updated Publication Scheme was **NOTED** and **AGREED** and will be published on the Stoke Golding Village Website.

390/18 Confirmation of arrangements for annual insurance cover with effect from 1st June

The Parish Council is committed to a five-year fixed discounted deal until 1st June 2020.

It was **RESOLVED** and unanimously **AGREED** to proceed with renewal of the insurance with Zurich, at a cost of £2,171.20.

390/19 Review any matters arising from the annual parish meeting

The following was **RESOLVED**:

- It was **AGREED** to put arrangements for the wicker apple on the agenda for June.

390/20 RFO to report on the audit for the previous financial year and certify the accounting statements

The following was **RESOLVED** and unanimously **AGREED**:

- The internal audit report was **NOTED**.
- The explanations of individual variances and reserves were **NOTED**.
- It was **NOTED** that the RFO certified the accounting statements on 20th April 2018.
- It was **NOTED** that the period for the exercise of public rights will be from 4th June to 13th July 2018.

390/21 To consider and approve the annual governance statement

It was **RESOLVED** and unanimously **AGREED** to consider and approve the annual governance statement and this was signed by the Chair and the Clerk.

390/22 To consider and approve the accounting statements for 2017/18 prior to submission to the external auditors

It was **RESOLVED** and unanimously **AGREED** to consider and approve the accounting statements and these were signed by the Chair.

390/23 Neighbourhood Plan

The following was **RESOLVED**:

- It was **NOTED** that existing consent for the NP mailing list has been refreshed and Privacy Notices have been issued to NPAC and volunteers.
- It was **NOTED** that the NPAC still await the revised Site Allocation map from HBBC, before proceeding with the Housing Policy.

390/24 Sport in Stoke Golding (SISG)

The following was **RESOLVED**:

- It was **NOTED** that a meeting of SISG will take place shortly to determine the location of new pavilion.
- Concerns by Cllr Goodsell, regarding the current site of the pavilion, were **NOTED**.

390/25 Works at Hinckley Road Cemetery

The following was **RESOLVED**:

Wall and Gate Damage

- Advice from Barwell Gates was **NOTED**.
- It was **AGREED** to proceed with rebuilding of the wall, at a cost of £880.00.
- To **ACTION** Cllr Pegg to contact Harbours regarding payment.

Oak Tree

- To **ACTION** Cllr Pegg to consult with Harbours regarding the required work.

Ditch

- It was **NOTED** that work had been carried out.
- To **ACTION** the Clerk to update the resident.

Boundary

- It was **NOTED** that the work to mark the boundary will take place shortly, allowing resident to install a fence on his land and the Parish Council to carry out the previously agreed hedge work.

390/26 Vehicle Activated Sign

The following was **RESOLVED**:

- It was **NOTED** that there was nothing further to report.

390/27 CCTV

The following was **RESOLVED**:

- It was **NOTED** that there was nothing further to report.

390/28 Tree Warden

The following was **RESOLVED**:

- It was **AGREED** to appoint Karen Jones as Tree Warden.
- To **ACTION** the Clerk to inform LCC and Karen Jones.

390/29 Churchyard Gates

The following was **RESOLVED**:

- Prices for work to the gate were **NOTED**.
- It was unanimously **AGREED** to proceed with renovation of the gate, at a cost of £320.
- To **ACTION** the Clerk to request if the Charity of Thomas Barton would consider funding.

390/30 Bench replacement

The following was **RESOLVED**:

- It was unanimously **AGREED** to proceed with the replacement bench, at a cost of £488.91 + £60 installation.
- It was **NOTED** that this project will be funded by the Charity of Thomas Barton.

390/31 CAF accounts – mandate and information update

The following was **RESOLVED**:

- The mandate was unanimously **AGREED**.
- It was **AGREED** that Rachel Terheege, Sarah Beale and David Roy Mitchell should continue as signatories.
- It was **AGREED** that the trustees remain the same: Rachel Terheege, Sarah Beale, Chris Pegg and Ruth Fisher.
- Further information requested was **NOTED**.

390/32 To resolve upon the monthly schedule of payments

It was **RESOLVED** that the schedule of payments was unanimously **AGREED** and the Chairman signed the schedule. The Parish Council to proceed with payments as follows: May 2018 - electricity to pavilion £17.00, admin – clerk's salary and office expenditure £585.28, ground maintenance – contract £1,551.39, playground inspection and swapping of flags £30.00, Zurich Municipal – insurance renewal £2,171.20, LRALC membership £377.71, L&RPFA membership £30.00, Geoff Cowley & Co – internal audit £390.00, Grave Digger £250.00, RCC membership £60.00.

390/33 To receive and consider such communications as received by the Chairman of the council

The following was **RESOLVED**:

Written

The following was **RESOLVED**:

- HBBC litter/dog waste collection – servicing agreement and an annual price rise of £74.88 was **AGREED**.

- Parish and Community Initiative Fund media coverage request was **NOTED** and the proposed press release was **AGREED**.
- Youth FB Club pitch hire fee request was **NOTED**, but declined.
To **ACTION** the Clerk to reply.
- HBBC - Remembrance Sunday.
It was **AGREED** to investigate options and discuss further on the June agenda.
- HBBC – S106 report was **NOTED**.

Verbal

None.

390/34 To consider items needed to be brought to public's attention

None

390/35 Any Other Business

- Cllr Beale reported on the Battle of Bosworth Sculpture Trail Exhibition.
- Cllr Goodsell discussed the playground at Covent Drive.
RESOLVED ACTION: Clerk to chase HBBC Planning Enforcement.
- Cllr Fisher reported on a break in at the village hall. Security options were discussed.
- Cllr Smith discussed the storage of building supplies at Church Walks. It was **NOTED** that a Planning Enforcement Notice had been issued and was still pending.
- Cllr Pegg reported on maintenance of the bus stop on Hinckley Road.
RESOLVED ACTION: Cllr Smith to arrange for a carpenter to inspect and advise on required work.

MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED - There were none.

The meeting closed at 9.15pm

Next meeting:- Methodist Hall, Wednesday 6th June 2018 at 7pm

