

Minutes of Stoke Golding Parish Council

Minutes of the 414th meeting of Stoke Golding Parish Council held virtually on Wednesday 6th May 2020

Attendance: Cllr R Terheege (in the chair), S Beale, C Pegg, A Clover, R Fisher, A McLean Parish Clerk Theresa Case, County Councillor Ivan Ould and Borough Cllr Jonathan Collett.

414/1 To elect chairman of the Council

The following was **RESOLVED:**

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

414/2 To receive Chairman's acceptance of office

The following was **RESOLVED:**

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

414/3 To elect vice-chairman of the Council

The following was **RESOLVED:**

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

414/4 To establish committees for ensuing year, to appoint members and review terms of reference

- It was unanimously **AGREED** the Neighbourhood Plan Advisory Committee (NPAC) will include Cllrs Terheege and Fisher and non-councillor members will be re-appointed.
- It was **NOTED** that Cllr Beale had resigned as Chair of the NPAC; the Parish Council thanked Cllr Beale for her contribution to the Neighbourhood Plan.
- It was **NOTED** that the NPAC Terms of Reference remain unchanged.

414/5 To appoint Register Financial Officer

The following was **RESOLVED:**

- It was **NOTED** that Theresa Case was contracted as the RFO.

414/6 Review and adoption of standing orders and financial regulations

The following was **RESOLVED:**

- It was **NOTED** that the NALC Standing Orders template has been amended to take account of new legislation regarding virtual meeting.
- The amended Standing Orders were unanimously **AGREED** and **ADOPTED**.
- It was **NOTED** that no amendments were required to the Financial Regulations.

414/7 To receive apologies for absence: Cllrs N Smith,

414/8 To receive declarations of interest on items on the agenda and dispensations:

The following was **RESOLVED:**

- It was **NOTED** that all Councillors have a pecuniary interest in item 414/29.
- A dispensation was previously **AGREED** for all Councillors to participate in any discussion and vote in relation to the budget and setting of the precept for a period of four years.

414/9 To receive reports by County and Borough Councillors

- A report by County Cllr Ivan Ould was circulated to all councillors prior to the meeting and the following was discussed:
 1. Coronavirus - implications for Leicestershire County Council's financial position and return to work procedures.
 2. Concerns regarding the proposed development on Wykin Lane.
 3. Concerns regarding social housing in Convent Drive.
- Borough Cllr Jonathan Collett reported on and the following was discussed:
 1. Convent Drive – residents should be encouraged to report anti-social behaviour to the Hinckley and Bosworth Anti-Social Behaviour Team and the Police and quote case number 103773.
 2. Concerns regarding the lack of Borough Council meetings due to Coronavirus.
 3. Financial strains on the Borough Council due to Coronavirus.
 4. Barwell Recycling centre will reopen on the 18th May 2020, residents will require a booked slot.
 5. Garden waste collections have now resumed.

6. The Wykin Lane development application will go before the Planning Committee on the 19th May 2020.

The following was **RESOLVED**:

- It was **AGREED** that Cllr Terheege should speak on behalf of the Parish Council at the Planning Committee meeting.

414/10 Public participation – to consider any comments by the public on items on the agenda:

The following was **RESOLVED**:

- It was **NOTED** that there were no comments.

414/11 To confirm the minutes of the 413th meeting of the Parish Council:

It was **RESOLVED** that the minutes of the Extraordinary Parish Council meeting held on 23rd March 2020 were unanimously **AGREED** and the Chairman signed the minutes of the 413th meeting as a correct record of the meeting.

414/12 To consider any matters arising from previous decisions of the Parish Council not covered by the agenda:

Updates:

- Hinckley Road memorial wall – it was **NOTED** that Cllr Clover has assessed the wall and considers there is no cause for concern or a need for formal monitoring.

414/13 Reports of elected officers of the council and the clerk:

a) Financial Progress Report

The following was **RESOLVED**:

- The Financial Reports for March and April were unanimously **AGREED** and signed by the Chairman.
- Income for the month of March 2020 was **NOTED** at £150.00.
- Income for the month of April 2020 was **NOTED** at £29,962.60.
- Expenditure for the month of March 2020 was **VERIFIED** at £3,837.94.
- Expenditure for the month of April 2020 was **VERIFIED** at £6,710.84.
- The bank reconciliation for the months of March and April were **NOTED**.
- The end of year bank reconciliation was **NOTED**.

b) Playground inspection:

Monthly report:

The following was **RESOLVED**:

- A visual safety inspection report was **NOTED** and there were no issues.

c) Ground Maintenance Report

The following was **RESOLVED**:

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

d) Crime Report

The following was **RESOLVED**:

- Crime figures for December 2019 – it was **NOTED** that there were no figures available from the police.uk website.

e) Report by Clerk on other matters

The following was **RESOLVED**:

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

f) Reports of Councillors on meetings they have attended relating to the work of the Parish Council

The following was **RESOLVED**:

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

414/14 Planning Application Matters:

Planning applications were considered and any comments resolved as follows:

a) New Applications:

- 52 Station Road, SG – crown reduction to willow.
No concerns.
- 46 Convent Drive, SG – cut back tree to suitable growth points by approximately 4 m.
No concerns.
- 2 Main Street, SG – fell yew tree.
No concerns.
- 27 Crown Hill Close, SG – variation of condition 2 of planning permission (18/00152/FUL) to amend the dimensions of proposed dwelling.
No concerns.
- 45 Station Road, SG – installation of external wall insulation.
No concerns.

RESOLVED COMMENTS: None.

b) Amended:

- Land at Wykin Lane, SG – residential development of 55 dwellings (outline).

c) Permissions approved:

- 26 Hinckley Road, SG – two storey side extension.
- 99 Hinckley Road, SG – single storey rear extension.
- 46 Convent Drive, SG – cut back tree to suitable growth points by approximately 4 m.

d) Refusals:

None.

e) Appeals:

None.

f) Withdrawn:

- 46 Convent Drive, SG – cut back oak tree to give 4m clearance of property.

(g) Declined to Make (the application has not met the criteria for the TPO status therefore permission is no longer required):

- 52 Station Road, SG – crown reduction to willow.
- 2 Main Street, SG – fell yew tree.

414/15 To receive the minutes of Neighbourhood Plan Advisory Committee (NPAC) meetings and consider any recommendations

The following was **RESOLVED:**

- Minutes of the NPAC meetings held on the 2nd and 16th March were **NOTED**.
- It was **AGREED** to proceed with the renewal of Parish Online digital mapping Service, at a cost of £120.00.

414/16 To dissolve Sport in Stoke Golding (SISG)

The following was **RESOLVED:**

- It was **NOTED** that a decision from the Village Hall Management Committee was still pending.

414/17 To note decisions taken under Clerk's delegated authority

The following was **RESOLVED:**

- The following decisions were reported to all Councillors weekly and were **NOTED:**
- 24th March 2020 – to submit no concerns comment for planning applications 20/00242/TCA, 20/00237/TPO and 20/00216/TCA for which the PC had previously sought an extension, as the application will all be assessed by the HBBC Tree Officer.
- 24th March 2020 – to note annual renewal of trade waste contract and return signed contract and Controlled waste Transfer Note.
- 24th March 2020 – to submit councillors views gathered by email on the photo for the Rural Strategy Appendices document.
- 24th March 2020 – to make the necessary arrangements for the closure of play and gym equipment at the recreation field to comply with government restrictions for Coronavirus and closure of main gate.
- 24th March 2020 – to instruct volunteers to stay at home and cease tasks for the Parish Council to comply with government restrictions.
- 24th March 2020 – to instruct the ground maintenance provider to cease work for three weeks to comply with government restrictions, continue to make monthly payments and log outstanding work at the end of March 2020.
- 24th March 2020 – to cancel the April playground safety inspection.
- 25th March 2020 – to submit the application to consider Baxter Hall as an Asset of Community Value, as previously discussed under 412/26 and to take account of proposal for sale to be initiated at the end of March 2020.
- 26th March 2020 – to make monthly payments to the Clerk and ground maintenance provider by online bank transfer during the lockdown restrictions, subject to the account signatories authorisation.
- 16th April 2020 – to instruct contractor to proceed with visual playground safety inspection for May 2020.
- 16th April 2020 – to proceed with LRALC Zoom training, at a cost of £40.00.
- 23/04/2020 – to proceed with LRALC Virtual Meeting Regulations training, at a cost of £50.00.
- 28/04/2020 – to proceed with Zoom monthly subscription, at a cost of £14.39 per month.
- 28/04/2020 – permission given for newt surveys on PC land, commencing 30th April 2020.

414/18 To consider Clerk's petty expenditure statement for half year Oct-Mar

The following was **RESOLVED**:

- The Clerk's petty expenditure statement was unanimously **AGREED**, at a cost of £389.38.

414/19 Review councillors areas of responsibility

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

- CHAIR: Cllr Rachel Terheege – member of Neighbourhood Plan Advisory Committee (NPAC).
- VICE: Cllr Sarah Beale –Data Protection, compliance, member of Village Hall Management Committee.
- Councillors:
Cllr Chris Pegg – ground maintenance, cemeteries, recreation ground.
Cllr Fisher – play equipment, NPAC and Chair of the Village Hall Management Committee.
Cllr Smith – play equipment.
Cllr Clover – none.
Cllr McLean – none.
- All councillors share responsibility for planning issues.
- To **ACTION** the Clerk to publish on the Stoke Golding Village Website.

414/20 Review of inventory 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.

414/21 Review of complaints procedure

The following was **RESOLVED**:

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

414/22 Confirmation of arrangements for annual insurance cover with effect from 1st June

The following was **RESOLVED**:

- It was **NOTED** that the Parish Council is committed to a five-year fixed discounted deal until 1st June 2025.
- It was previously **AGREED** to proceed with renewal of the insurance with Zurich, at a cost of £2,296.14.

414/23 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 2020/21: RCC, LRALC, L&RPFA, ICO, SLCC/ALCC.
- It was **AGREED** to proceed with the a subscription to the CPRE, under S137 expenditure.

414/24 Review of Data Protection and Freedom of Information policies and procedures including publication scheme

The following was **RESOLVED**:

- It was **NOTED** that all policies had been reviewed and no amendments were required.
- It was **NOTED** that the Data Audit had been reviewed and virtual meetings should be added.
- 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 consent for the Neighbourhood Plan mailing list had been refreshed and list of volunteers updated.

Freedom of Information

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

414/25 Review continuing use of direct debits and BACS payments

The following was **RESOLVED**:

- It was unanimously **AGREED** that the Parish Council should continue to use direct debit and BACS payments where appropriate and subject to authorisation by account signatories.

414/26 RFO to report on the audit for previous financial year and certify accounting statements

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

- The internal audit report was **NOTED**.
- To **ACTION** the Clerk to implement the advice of the internal auditor regarding S137, checking of invoices, minutes for budget/precept setting and the asset list.
- The explanations of individual variances and reserves were discussed and **NOTED**.
- It was **NOTED** that the RFO certified the accounting statements on 27th April 2020.
- It was **NOTED** that the period for the exercise of public rights will be from 15th June 2020 to 24th July 2020.

414/27 To approve the annual governance statement

The following was **RESOLVED**:

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

414/28 To approve the accounting statements prior to submission to the external auditors

The following was **RESOLVED**:

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

414/29 To review the budget 2020/21

The following was **RESOLVED**:

- A report by the Clerk regarding additional Coronavirus expenditure was **NOTED** and no action was currently necessary.

414/30 To update on Accessibility Regulations basic check and statement

The following was **RESOLVED**:

- It was **NOTED** that all work identified in the Accessibility Audit was now complete.
- RP is currently preparing an Accessibility Statement for approval at the Parish Council meeting on the 1st July 2020.

414/31 To resolve upon the Monthly Schedule of Payments

It was **RESOLVED** that payments have been checked against the invoices and the schedule of payments was unanimously **AGREED** and the Chairman signed the schedule. The Parish Council to proceed with payments as follows: April 2020: LRALC membership renewal £429.37, Water Plus Ltd – village hall/pavilion supply £169.53, HBBC – EIP contribution and May 2020: pavilion electricity £24.00, admin – clerk's salary and office expenditure £699.80, ground maintenance – contract £1,639.27, Zurich Municipal – insurance renewal £2,298.14, Leicestershire and Rutland PFA membership renewal and GeoXphere Ltd – NP digital online mapping service renewal £120.00.

414/32 To receive and consider such communications as received by the Clerk

The following was **RESOLVED**:

Written

- A letter from the Charity of Thomas Barton regarding Hinckley Road Cemetery maintenance of rose bed was **NOTED** - to be included on the June agenda.
- It was **NOTED** that the Cricket and FB Clubs have requested a review of pitch hire fees due to Coronavirus disruption – to be included on June agenda.
- A request from a resident regarding the wildflower patch on Bennett Close was **NOTED** and to **ACTION** the Clerk to reply with rationale for decision taken in August 2019.
- Information from the Cemetery Administrator regarding a burial plot reservation and refund was **NOTED**.

Verbal

None

414/33 To consider items needed to be brought to public's attention

None

414/34 To consider future agenda items

The following was **RESOLVED**:

- It was **NOTED** that there were no new items.

The meeting closed at 8.30 pm

Next meeting:- Virtually on Zoom, Wednesday 3rd June 2020 at 7.00pm