

Minutes of Stoke Golding Parish Council

Minutes of the 425th meeting of Stoke Golding Parish Council held virtually on Wednesday 5th May 2021

Attendance: Cllr R Terheege (in the chair), C Pegg, R Fisher, A McLean, N Smith, K Elliot, V Palmer, Parish Clerk Theresa Case, County Cllr Ivan Ould, Borough Cllr Jonathan Collett, residents.

426/1 To elect chairman of the Council

The following was **RESOLVED**:

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

426/2 To receive Chairman's acceptance of office

The following was **RESOLVED**:

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

426/3 To elect vice chairman of the Council

The following was **RESOLVED**:

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

426/4 To consider co-option of councillors

The following was **RESOLVED**:

- It was unanimously **AGREED** to appoint Kate Elliott and Vicki Palmer as councillors.

426/5 To establish committees for ensuing year, to appoint members and review terms of references

The following was **RESOLVED**:

- It was unanimously **AGREED** the Neighbourhood Plan Advisory Committee (NPAC) will include Cllrs Terheege and Fisher, non-councillor members will be reappointed and Mervyn Ward reappointed as Chair.
- It was **NOTED** that the NPAC Terms of Reference remain unchanged.
- It was unanimously **AGREED** the Convent Open Space (Advisory) Committee (COSC) will include Cllrs Pegg and McLean, non-councillor members will be reappointed, and Cllr Pegg reappointed as Chair.
- It was **NOTED** that the COSC Terms of Reference remain unchanged.
- It was unanimously **AGREED** the Staffing Committee will include Cllrs Smith, Terheege, Pegg, Fisher, McLean and Cllr Smith reappointed as Chair.
- It was **NOTED** that the Staffing Committee Terms of Reference remain unchanged.

426/6 To receive apologies for absence:

None.

426/7 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 426/14.
- A dispensation was previously **AGREED** for all Councillors to participate in any discussion and vote in relation to the Neighbourhood Plan for a period of one year.
- It was **AGREED** that the two new Councillors should be included in this dispensation.
- It was **NOTED** that Cllr McLean has declared a pecuniary interest in item 426/15 and a dispensation was previously **AGREED** for any discussion and vote in relation to the Convent Drive Open Space until 31st March 2023.
- It was **NOTED** that Cllr Pegg has declared a pecuniary interest in item 426/40 and a dispensation was previously **AGREED** for any discussion and vote in relation to the Bosworth Manor Open Space until 31st March 2023.

426/8 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:

- Thanks to the Clerk and welcome to new Councillors.

Borough Cllr Jonathan Collett reported on and the following was discussed:

- Thanks to the Clerk.
- Purdah – less activity.

- Return to face-to-face meetings.
- HBBC budget.
- Bosworth Manor broadband.
- Local planning matters – Wykin Lane appeal, Roseway development and land on Hinckley Road.
- Unlawful encampment on Leicester Road in Hinckley.

426/9 Public participation – to consider any comments by the public on items on the agenda:

The following was **RESOLVED**:

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

426/10 To confirm the minutes of the 425th meeting of the Parish Council:

It was **RESOLVED** that the minutes of the Parish Council meeting held on 7th April 2021 were unanimously **AGREED** and the Chairman signed the minutes of the 425th meeting as a correct record of the meeting.

426/11 To consider any matters arising from previous decisions of the Parish Council not covered by the agenda:

Updates:

None.

426/12 Reports of elected officers of the council and the clerk:

a) Financial Progress Report

The following was **RESOLVED**:

- The Financial Reports for April was unanimously **AGREED** and signed by the Chairman.
- Income for the month of April 2021 was **NOTED** at £33,772.47 which includes £27,765.50 precept.
- Expenditure for the month of April 2021 was **VERIFIED** at £7,018.65 with £23.83 VAT to be reclaimed.
- The bank reconciliation for the month of April was **NOTED**.
- The end of year bank reconciliation was **NOTED**.

b) Playground inspection:

Monthly report:

The following was **RESOLVED**:

- A full safety inspection report was **NOTED**: four-way springer - movement in bolts on fixing plate, skier – hole in ground under foundation plate and exercise bike – new belt required and bearings in pedals.
- To **ACTION** the Clerk to order belt and bearings.
- To **ACTION** MS to carry out necessary work .

c) Ground Maintenance Report:

The following was **RESOLVED**:

- Request from JG to weed kill, rather than strim cremation plot area was **NOTED** and **ACTION** Cllr Pegg to liaise with JG and report back.
- It was **AGREED** to proceed with the supply and fill grave with decorative stone, at a cost of £218.00.

d) Crime Report:

The following was **RESOLVED**:

- [Crime figures for February 2021](#) – the following figures were **NOTED** from the police.uk website:
- 1 other theft, 1 burglary and 1 drugs.

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.

426/13 Planning Application Matters:

Planning applications were considered and any comments resolved as follows:

a) New Applications:

None.

b) Amended:

- The White Swan, 47 High Street, SG – proposed development of 6 detached dwellings with associated access, parking and landscaping.
- **RESOLVED COMMENT**: The PC **AGREED** that no further comment was required.

e) Appeals:

None.

f) Withdrawn:

None.

g) Refused:

None.

h) Approved:

None.

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

None.

426/14 To receive the minutes of Neighbourhood Plan Advisory Committee (NPAC) meetings and to consider any recommendations

The following was **RESOLVED**:

- Minutes of the NPAC meetings held on the 12th and 26th April were **NOTED**.
- It was **AGREED** to proceed with the renewal of the Parish Online Mapping Service, at a cost of £120.
- Cllr Terheege reported on progress to date.

426/15 To receive the minutes of Convent Open Space Committee meetings and update on Convent Open Space

The following was **RESOLVED**:

- Notes of the informal meeting held on 21st April were **NOTED**.
- A report on progress by Cllr Pegg was **NOTED**.
- It was **AGREED** to proceed with the purchase of a padlock, at a cost of £16.25.
- It was **AGREED** to proceed with urgent works to fallen trees, at a cost of £150.00.

426/16 To update on maintenance of the pavilion

The following was **RESOLVED**:

- It was previously **AGREED** to proceed with the underpinning work, at a cost of £5,900.00.
- It was **NOTED** that the work will commence in May and details should be published on the Village Website and Facebook when a date is known.

426/17 To update on Baxter Hall

The following was **RESOLVED**:

- An update from Cllr Fisher was **NOTED**.

426/18 To update on works to recreational field ditch area

The following was **RESOLVED**:

- It was **NOTED** that quotes are still pending.
- To **ACTION** Cllr Elliott to liaise with Cllr Pegg regarding possible contractors.

426/19 To update on drainage work at Wykin Lane Cemetery

The following was **RESOLVED**:

- It was **NOTED** that two contractors had visited site.
- An initial quote for £6,016.00 was **NOTED**.
- To **ACTION** the Clerk to forward quote to Councillors.

426/20 To consider play equipment matting safety

The following was **RESOLVED**:

- The replacement of matting under the slide was discussed and it was **AGREED** that wet pour should be considered.
- To **ACTION** the Clerk to contact Roberts Tarmacadam for a quote.

426/21 To consider pitch hire requests for 2021/22

The following was **RESOLVED**:

- It was **NOTED** that Cllr Pegg had met with members of the Cricket Club to discuss pitch hire fees and ground maintenance.
- It was previously **AGREED** that the pavilion should currently be used for toilets only.
- It was **AGREED** that for the 2021/22 season pitch hire should be charged at HBBC pitch only rate.
- To **ACTION** the Clerk to inform clubs and issue invoices.
- Changes to pitch marking was discussed and to **ACTION** Cllr Palmer to liaise with Cllr Pegg regarding possible future options.

426/22 To consider a memorial bench

The following was **RESOLVED**:

- It was **AGREED** to proceed with a memorial bench, at a cost of £550.82 plus £80.00 installation by MS.
- To **ACTION** the Clerk to contact the landowner for permission.

426/23 To consider annual tree inspection and works to trees

The following was **RESOLVED**:

- The annual tree inspection was **NOTED**.
- To **ACTION** the Clerk to seek a quote for necessary work.
- To **ACTION** Cllr Pegg to liaise with the contractor regarding Convent Site trees.

426/24 To consider LRALC AGM and appoint a representative

The following was **RESOLVED**:

- Information regarding the LRALC AGM was **NOTED** and no representative was appointed.

426/25 To consider councillor training requirements for 2021/22

The following was **RESOLVED**:

- It was **AGREED** that Cllrs Smith, Elliott and Palmer should attend LRALC Councillor training.
- It was **AGREED** that Full Council should attend LRALC The Framework for Councillors' Conduct and Interest and Planning Nuts and Bolts training later in the summer.
- To **ACTION** the Clerk to identify dates for training and make the necessary arrangements.

426/26 To consider return to physical meetings and Covid-19 training

The following was **RESOLVED**:

- It was **AGREED** to proceed with NCALC training , at a cost of £30.00.
- To **ACTION** Cllr Terheege and Fisher should work with the Methodist Hall to ensure it is Covid safe, identify necessary Council procedures and carry out the risk assessment to allow physical meetings to resume after the 17th May 2021.

426/27 Review of councillors' areas of responsibility

The following was **RESOLVED**:

- CHAIR: Cllr Rachel Terheege – member of Neighbourhood Plan Advisory Committee (NPAC).
VICE: Cllr Smith – play equipment, Chair of Staffing Committee.
- Councillors:
Cllr Chris Pegg – ground maintenance, cemeteries, recreation ground, Chair of Convent Open Space Committee (COSC).
Cllr Fisher – play equipment, member of NPAC, Chair of the Village Hall Management Committee, website and Facebook admin.
Cllr McLean – play equipment, member of COSC.
Cllr Palmer – data protection.
Cllr Elliot
- All councillors share responsibility for planning issues.
- To **ACTION** the Clerk to publish on the Stoke Golding Village Website.

426/28 Review of inventory of land and assets

The following was **RESOLVED**:

- The asset list was **NOTED** and has been published on the Stoke Golding Village Website.

426/29 Review of standing orders and financial regulations

The following was **RESOLVED**:

- It was **NOTED** that the Standing Orders will need to be amended to take account of the return to physical meetings.
- It was **NOTED** that no amendments were required to the Financial Regulations.

426/30 Review of complaints procedure

The following was **RESOLVED**:

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

426/31 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 2021/22: RCC, LRALC, L&RPFA, ICO, SLCC/ALCC.
- It was **AGREED** to proceed with a subscription to the CPRE, under S137 expenditure.
- It was **AGREED** to proceed with annual membership of LRPFA, at a cost of £30.00.
- Previously **AGREED** annual membership of LRALC was **NOTED**, at a cost of £442.02.

426/32 Review of Council's Data Protection and Freedom of Information policies and procedures

The following was **RESOLVED**:

Data Protection:

- It was **NOTED** that all policies had been reviewed and amended to show UK GDPR where required.
- It was **NOTED** that the Data Audit had been reviewed and updated, as necessary.
- It was **NOTED** that the annual review of personal data was now complete and files de-personalised for the previous financial year.

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.

426/33 Review of Council's expenditure incurred under S137

The following was **RESOLVED**:

- It was **NOTED** that the budget for 2021/22 was £650.00

426/34 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 **AGREED** to proceed with renewal of the insurance with Zurich, at a cost of £2,446.69.

426/35 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 asset list and minutes for monthly expenditure.
- The explanations of individual variances and reserves were discussed and **NOTED**.
- It was **NOTED** that the RFO certified the accounting statements on 26th April 2021.
- It was **NOTED** that the period for the exercise of public rights will be from 14th June 2020 to 23rd July 2021.

426/36 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.

426/37 To approve the accounting statements prior to submission to the external auditor

The following was **RESOLVED**:

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

426/38 To consider Vehicle Activated Sign battery charging

The following was **RESOLVED**:

- To **ACTION** the Clerk to ask MS for a quote and publish a request for a volunteer on Facebook and in the Stoker.

426/39 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 2021: works to trees £888.00, and May 2021: pavilion electricity £32.00, admin – clerk's salary and office expenditure £967.03, ground maintenance – contract £1,690.14, playground inspection and flag £55.00, Zurich - annual insurance £2,446.69, Leicestershire and Rutland PFA membership £30.00 and GeoXphere Ltd – mapping service £120.00, Northants CALC Ltd – training £30.00 and wildflower plugs £34.89.

426/40 To receive and consider such communications as received by the Clerk

The following was **RESOLVED**:

Written

- Request for cemetery information by the Valuation Office Agency for business rates was **NOTED** and to **ACTION** the Clerk to submit.
- Information request from HBBC regarding Bosworth Manor open space was **NOTED** and **ACTION** the Clerk to reply.

Verbal

- Report from Cemetery Administrator regarding the Memorial Wall was **NOTED** and **ACTION** the Clerk to seek a quote.

426/41 To consider items needed to be brought to public's attention

None.

426/42 To consider future agenda items

The following was **RESOLVED**:

- To consider Bosworth Manor Open Space
- To consider Hinckley Road memorial wall cleaning

426/43 To consider entering a confidential session to discuss staffing matters

The following was **RESOLVED**:

- It was **AGREED** to enter a confidential session to discuss staffing matters.

426/44 To receive the minutes of Staffing Committee meetings an update on the recruitment of Clerk

The following was **RESOLVED**:

- A notes of the Staffing Committee informal meeting to discuss applications and selection criteria on 20th April 2021 were **NOTED**.
- Update regarding the recruitment of a Clerk was **NOTED**.
- A meeting of the Staffing Committee will take place on Wednesday 12th May 2021.

The meeting closed at 9.00pm

Next meeting:- Stoke Golding Methodist Church Hall, Wednesday 9th June 2021 at 7.00pm