

THE ANNUAL MEETING OF COUNTSTHORPE PARISH COUNCIL WAS HELD ON THURSDAY 12<sup>th</sup> MAY 2022 WHEN THERE WERE PRESENT:

Councillors: Cllrs S Burditt, M Gillespie, J Jennings, S Kinvig, P Mount, K Pearce, W Read, and S Turner.

Parish Council Manager: Mrs C E Samuels

Assistant Parish Council Manager: Miss J Leech

Two members of public were in attendance including Cty Cllr L Phillimore.

2022/23 01. ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF OFFICE

It was resolved to elect Cllr M Gillespie as Chairman of the Parish Council. He signed the Declaration of Acceptance of Office of Chairman.

2022/23 02. ELECTION OF VICE CHAIRMAN – It was resolved to elect Cllr S Kinvig as Vice Chairman.

2022/23 03. APOLOGIES FOR ABSENCE, IF ANY – Apologies were received from Cllrs V Armstrong, A Clifford, K McGovern, M Smith and J Thacker.

2022/23 04. TO RECEIVE DISCLOSURES OF INTEREST AND TO CONSIDER ANY REQUESTS FOR DISPENSATION – There were no disclosures of interest.

2022/23 05. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 14<sup>th</sup> APRIL 2022

Minutes of the meeting held on 14<sup>th</sup> April 2022 were circulated prior to the meeting. It was resolved to approve the minutes, which were signed by the Chairman as an accurate record.

2022/23 06. TO APPOINT REPRESENTATIVES TO COMMITTEES, WORKING PARTIES AND OUTSIDE BODIES AND DISCUSS TERMS OF REFERENCE FOR THE COMMITTEES AND WORKING PARTIES

Working Parties

Estates – Cllrs V Armstrong, S Burditt, M Gillespie, S Kinvig, P Mount, K Pearce and J Thacker

Finance – Cllrs M Gillespie, P Mount, W Read, M Smith and S Turner

Strategic Planning & Policy – Membership of the working party will be the Chairmen of the other working parties and committees

Events – Cllrs V Armstrong, S Burditt, K McGovern, K Pearce and J Thacker

Committees

Planning – Cllrs V Armstrong, S Burditt, A Clifford, J Jennings, S Kinvig, K McGovern and J Thacker

Village Hall Management – Cllrs M Gillespie, P Mount, K Pearce, W Read, M Smith and J Thacker, also Mr D Norris, Mrs P Gosling and Mrs J Hart

Library – Cllrs S Burditt, M Gillespie, J Jennings, P Mount and M Smith

Human Resources – Cllrs V Armstrong, M Gillespie, S Kinvig and S Turner

Disciplinary/Appeals - a panel of three Councillors, as selected by the Parish Manager, will sit on either Committee as required

Representatives to outside bodies

Blaby Branch of the Local Association of Parish Councils – Cllr V Armstrong

Countesthorpe Information Centre Management Committee – no Councillor nominated

Police Liaison – Cllrs A Clifford and K McGovern

Others

Footpath Warden – Cllr A Clifford and Mrs J Adcock

The Chairman and Vice Chairman of the Parish Council are ex-officio members on all Committees and Working Parties. The Committees and Working Parties were asked to review their Terms of Reference to be presented to the next meeting.

2022/23 07. COUNCILLOR EVENT / VACANCY – It was resolved to co-opt Mr S Palmer. The Declaration of Office was completed. The Councillor event took place on Thursday 21<sup>st</sup> April. It was resolved to put the PowerPoint Presentation on the public area of the website.

2022/23 08. MATTERS ARISING FOR INFORMATION PURPOSES ONLY – There were no matters arising.

2022/23 09. REPORTS AND QUESTIONS FROM REPRESENTATIVES, COUNTY COUNCILLOR, DISTRICT COUNCILLOR AND PARISH COUNCILLORS – Cty Cllr L Phillimore reported on a meeting with the police sergeant and two beat officers.

2022/23 10. PUBLIC PARTICIPATION SESSION – There were no members of public present.

2022/23 11. POLICE MATTERS, INCLUDING MONTHLY REPORT – The letter, as per the April meeting, was not issued. It was resolved for the Chairman and the Police Liaison to meet with the local beat officer.

2022/23 12. TO APPROVE PARISH COUNCIL ACCOUNTS FOR PAYMENT AS VERIFIED BY THE FINANCE WORKING PARTY – It was resolved to approve the following Direct Debit and Business Card accounts for payment:

	£
British Legion - Jubilee flag	18.47
Google Cloud EMEA Ltd - Workspace Business Starter	3.32
HeNan - tablecloths - Jubilee event	21.98
Saanvi - napkins - Jubilee event	8.99
Microsoft - IT package	189.60
BNP Paribas Leasing Solutions - telephone leasing	312.00
Information Commissioner's Office - Data Protection renewal fee	55.00
Waterplus (£369.51 = PC 60% £ 221.71 / VH 40% £ 147.80)	221.71
Waterplus - water rates Central Street	25.79

It was resolved to approve the following Parish Council accounts for payment:

	£
Oswin Builders - part payment for Chapel roof repairs	2000.00
Blaby District Council - DBS check admin fee	10.00
Blaby District Council - DBS check admin fee	10.00
SECOM - fire & emergency lighting annual maintenance	179.87
Fenland Lesiure Products Ltd - swing/flat seats	626.40
TJC Agricultural Engineering - beacon (blce)	720.00
A T Houghton - PPE safety boots	69.50
Leicestershire & Rutland Playing Fields Association - membership	30.00
ESPO - stationery/H&S/cleaning/table	147.37
Tudor Environmental - Roundup weedkiller	112.90
Petersfield - top soil for planters	90.05
Secure-a-Field - WRPF height barrier + VH sign	4133.96
Ireland & Co - internal auditors	744.00
goIT (UK) Ltd - IT	624.00
Fuel Genie - vehicle fuel	191.32
Oswin Builders - chapel roof repairs	3850.00
Citizens Advice Leicestershire - Grant Aid (previous cheque cancelled)	100.00

Chandlers (Farm Equipment) Ltd - PPE	219.13
SNJ Cleaning Services - window cleaning	30.00
K Tee Tyres Ltd - vehicle maintenance	7.18
Wages	11084.36
HMRC - tax / NI	3028.04
LCC - pension	4412.83
Petty Cash	100.00
E H Smiths - PPE clothing	56.52
Blaby District Council - dog bin maintenance	5037.55
ElemenTel - telephones	189.01

Payments for Petty Cash, EH Smith Builders Ltd, Blaby District Council and ElemenTel were not available for verification by the Finance Working Party.

#### 2022/23 13. AUDIT

- a. To consider the annual Internal Auditor's Report – An item raised in the report will be investigated by the Finance Working Party.
- b. To consider, approve and sign the Annual Governance Statement - The Annual Governance Statement for 2021/22 was considered: it was resolved to approve and sign the statement.
- c. To consider, approve and sign the Accounting Statement - The Parish Manager, as the Responsible Financial Officer, certified that for the year ended 31<sup>st</sup> March 2022 the Accounting Statements in the Annual Governance and Accountability Return have been prepared on an income and expenditure bases following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of the Parish Council. The Accounting Statements were considered: it was resolved to approve and sign.

#### 2022/23 14. CORRESPONDENCE

- a. Resident – Concerns were raised regarding speeding between Buckingham Road and Station Road. It was resolved to bring the matter to the attention of the police.
- b. Blaby District Council – details regarding the launch of the Leicestershire Building Control Partnership were noted.
- c. CPRE – Countryside Voice magazine and newsletter were noted.

2022/23 15. HIGHWAYS FUNDING PROJECTS 2021/22 AND 2022/23 – Cty Cllr L Phillimore handed a 'menu' to the Parish Council of the options for funding requests, which will be circulated.

2022/23 16. CODE OF CONDUCT AND REVIEW OF GIFTS & HOSPITALITY GUIDANCE – Three Councillors and the Assistant Parish Council Manager will be attending the training regarding the Code of Conduct.

2022/23 17. ARRIVA BUS SERVICE – A response has not been received from Arriva.

2022/23 18. COUNTSTHORPE VILLAGE HALL CHARITY – Awaiting further correspondence from the Trustees.

#### 2022/23 19. REPORT AND TO APPROVE THE RECOMMENDATIONS FROM THE ESTATES WORKING PARTY

- a. Cemetery
  - i. Cemetery (a) and (b) – A request for a memorial bench has been received. It was recommended for members to visit the cemetery to assess whether the position was acceptable. It was resolved to approve the siting of the bench.
  - ii. Chapel – The contractor has completed the works to the roof. PRP Architects recommended the installation of steel Helibars, once the roof work has been completed. The estimated cost for PRP to

monitor the chapel is £700. It was recommended to order drawings at a cost of approximately £1500, from PRP, for the Helibars. Due to H&S concern in the porch, it was resolved to ask Oswin Builders to quote to install a tie iron to stop the roof area separating. It was resolved to delegate the decision to order the works to the Parish Council Manager, in consultation with the Chairman.

- b. Improvements to the Square - Initial quotations have been received for the implementation of the project. Further quotations will be required, including for tarmac. A paving circle, two Gladstone benches and four planters was recommended. It was recommended to write to Greenfield School, Countesthorpe Academy and Birkett House School to enquire whether they would like to be involved in planting the planters: the Parish Council will supply the plants. Each school would be allocated a planter, at no cost, with a dedicated plaque and the Parish Council would have its logo on the fourth. It was recommended to ask the schools whether they would like to share in the maintenance (by prior arrangement). It was recommended to submit an application for S106 funding for the project, once the suppliers have been resolved.
- c. Maintenance Issues - There were no maintenance issues raised.
- d. Tree work - Priority 1 and 2 tree works have been completed. However, work to one tree in Willoughby Road Playing Fields was not done as there are birds nesting. It was recommended to discuss planting shrubs/hedging to replace the trees in Centenary Paddock, this will be an item on next month's agenda. Leicestershire County Council (LCC) has requested tree planting projects as they are submitting bids for government funding. It was recommended to request 500 whips for the cemetery and three large trees (over 2 metres) for Centenary Paddock.
- e. Willoughby Road Playing Fields Changing Facilities – Quotations have been received to replace the changing facilities. This item was referred to the Finance Working Party.
- f. Larchwood – It was recommended to hold a site meeting to assess whether any further works are required.
- g. Correspondence - Correspondence from a resident regarding overgrown shrubbery at Skye Way has been referred to LCC. It was recommended to put maintenance of The Bank on the next agenda. A resident would like to donate a tree on the green outside of her property on Cosby Road. It was recommended to advise her to contact LCC, as it owns the land. It was recommended to permit St Andrew's Church to put bunting on the Church railings for the Jubilee Weekend. It was recommended to permit the Walking Market to use a maypole on Centenary Paddock at its June event.
- h. Matters arising for information purposes - The application to replace hedging plants at the cemetery has been successful. There was further discussion regarding the policy for displaying banners on Parish Council land. It was recommended to adopt the following wording, which would be introduced from July.

*"Anyone organising a non-Parish Council event who wishes to place an advertisement on The Centenary Paddock fence should first seek permission from the Parish Office. Once this has been granted the advertisement may be placed on one of the first five sections of the fence at the eastern (church) end. It should be placed there not more than one week before the event and should be removed within two days after the event."*

It was recommended to raise concerns, highlighted on social media regarding noisy vehicles and excessive speeds on Gwendoline Road, to LCC and the Police.

It was resolved to approve the recommendations of the working party.

2022/23 20. REPORT AND TO APPROVE THE RECOMMENDATIONS FROM THE EVENTS WORKING PARTY – QUEEN'S PLATINUM JUBILEE – The BBC has broadcasted details of the events being held in the village. An update regarding the four events was given to the meeting.

2022/23 21. VILLAGE HALL MANAGEMENT COMMITTEE

- a. Report – A meeting has not been held.
- b. To approve accounts for payment as verified by the Finance Working Party – It was resolved to approve the following Direct Debit and Business Card accounts for payment:

	£
Waterplus (£369.51 = PC 60% £221.71 / VH 40% £147.80)	147.80

It was resolved to approve the following accounts for payment:

	£
Wages	377.56
HMRC - tax	49.40
Refunds	400.00
Libra drinks - bar order	274.00
Libra drinks - bar order	709.68
The Beer & Gas Man - gas cylinders - bar	36.00
System-Matic Ltd dishwasher detergent	8.49
Wages	894.23
HMRC - tax	110.40
LCC - pension	226.25
Refunds	100.00
L D Plumbing & Heating - drain repair	78.00

Payment for L D Plumbing & Heating was not available for verification by the Finance Working Party  
 c. Change of brewer for bar – the changeover is due on 17<sup>th</sup> May.

2022/23 22. REPORT FROM THE PLANNING COMMITTEE – The report was given.

2022/23 23. YOUTH WORKERS – A report was read to the meeting.

2022/23 24. MATTERS THE PARISH COUNCIL MANAGER MAY WISH TO RAISE FOR INFORMATION PURPOSES ONLY – Permission has been given to BDC to put notices up at Central Street carpark regarding the update to parking regulations. BDC has offered to replace the dog and waste bins at The Woodlands for a larger capacity Dual Bin. It was resolved to accept the offer provided that signage will be displayed. The Parish Council will continue to pay for the bin to be emptied. Car Park consultation details from BDC will be circulated. LCC's School Streets Initiative was circulated.

2022/23 25. REPORT AND TO APPROVE THE RECOMMENDATIONS FROM THE FINANCE WORKING PARTY

- a. Review Budget and Expenditure - The budget was in order. It was recommended to allow the Events Working Party to use expenditure, towards the Jubilee Event, provided it does not exceed £500 over budget. It was recommended to proceed with placing an order with a food outlet and to cover the £75 for their hire of a generator if they do not reach their anticipate income of £300.
- b. To review Bank Reconciliations and Bank Statements - The Bank Reconciliations and Bank Statements have been checked up to and including 31<sup>st</sup> March 2022.
- c. Insurance - It was recommended to delegate to the Parish Council Manager to arrange payment of the insurance premium due 1<sup>st</sup> June, on receipt of the renewal invoice.
- d. Staff Vacancy – Leicestershire and Rutland Association of Local Councils (LRALC) has advised that they do not offer a locum service, however they can assist us to look for one. A decision on whether to pursue this would be dependent on the start date for the new Parish Council Manager.
- e. Willoughby Road Playing Fields
  - a. Licence Renewal – It was recommended to write to Blaby & Whetstone Football Club and ask if they want to renew the three-year licence in September, as the Parish Council may not be in a position to provide suitable changing facilities. It was recommended to explain that the Parish Council are looking at options and investigating external funding for a replacement and to ask whether the club would be agreeable, after negotiation, to change the licence to enable the use of the facilities by other people and organisations as this may be a stipulation for external funding.

- b. Changing facilities - In principle, the Working Party recommended considering a facility with an approximate cost of £30k, excluding installation and removal of the existing facility. External funding options, including s106 funding would be investigated. The contract for the new facility would need to be advertised on Contract Finder. It was recommended to ask the football club if they can suggest any suitable funding organisations.
- f. Audit
  - a. To consider the annual Internal Auditor's Report - The Internal Auditor's report for the 2021/2022 financial year contained a recommendation for the Parish Council to have an Investment Strategy. It was recommended to review the Statutory Guidance on Local Government Investments and to discuss at the next meeting.
  - b. End of Year Accounts 2021/2022 - The End of Year Accounts 2021/2022, including the Balance Sheet, Income and Expenditure, Cash and Investment Reconciliation reports and details of variances were noted. It was recommended to approve the Balance Sheet for signature by the Chairman.
  - c. Review Audit Documentation - The Annual Governance and Accountability Return was noted.
- g. Building Valuation - It was recommended to accept a quotation of £775 from Cardinus Risk Management, to complete an on-site Reinstatement Cost Assessment of the Village Hall, Library, Workshop, and Chapel. It was recommended to obtain confirmation of the review period required for reassessment.
- h. Financial Standing Orders - The Financial Standing Orders, which were reviewed and amended in relation to Public Contract procedures, were recommended for adoption.
- i. Grant Aid - There were no Grant Aid applications received.
- j. S106 Payments – The s106 contribution list from BDC was circulated.
- k. Correspondence - It was recommended to refund a deposit for a cancelled booking; however, this was as an exception and without prejudice.
- l. Matters Arising - There were no matters arising.

It was resolved to approve the recommendations of the working party.

2022/23 26. DATE OF THE NEXT MEETING – The Parish Council Meeting is scheduled for Thursday 9<sup>th</sup> June 2022.

Signed..... Chairman

Dated..... 2022