



KIRBY BELLARS PARISH COUNCIL

22 Rockingham Road, Mountsorrel, Leics LE12 7UJ
Tel: 0116 4311943

Minutes of Meeting held on 9th May 2019 at 7.30pm, at the Village Hall

Present: Cllr Smith (AS) - Chair, Cllr Ingham (CI), Cllr Batten (AB), Cllr Simkin (CS),
Cllr Davies (DD)

In Attendance: Victoria Webster (VW) – Clerk

Absent: None

	Agenda Items	Action By
1.	Election of Chair Cllr Smith was elected as the Chair and the appropriate paperwork was completed.	
2.	Election of Vice Chair Cllr Ingham was elected as the Vice Chair.	
3.	Acceptance of Office <ul style="list-style-type: none"> ▪ All Councillors agreed that Teresa Simkin should be co-opted into the fifth Councillor position following the recent elections were by only four Councillor seats were filled. The necessary paperwork was completed. ▪ Declarations of Acceptance of Office and Declarations of Interest Forms were completed by Cllr Smith, Cllr Ingham, Cllr Batten and Cllr Davies. 	
4.	Apologies for Absence No apologies were received.	
5.	Declarations of Interest There were no declarations of interest.	
6.	Public Participation There was no public participation.	
7.	Minutes of the Previous Meeting The minutes of the meeting of the 7 th March 2019 were accepted as true and correct and signed by the chair.	
8.	Matters Arising from the Previous Meeting <ul style="list-style-type: none"> ▪ Cllr Smith to check that Cllr Howe has signed and sent his Dispensation form. 	

	<p>AS has been unable to make contact with Cllr Howe. This is now resolved following the recent elections whereby Cllr Howe did not choose to be re-elected as a Councillor.</p> <ul style="list-style-type: none"> ▪ Write to Highways outlining the Councillors concern about the proposed Southern Relief Road. An email has been sent but no reply has been received. ▪ Updated Standing Orders and Financial Regulations. The documents have been updated and will be reviewed at this meeting. ▪ Church Funding, clarification is to be sought from LRALC. To be discussed further at this meeting. 	
9.	<p>Chairman's Report</p> <p>The past year has been relatively quiet within the parish, though planning processes and procedure continue to be the majority of issues that we encounter. With the Melton Plan being approved, we hope this will bring clarity to development within Kirby Bellars, for now and the foreseeable future. All applications being dealt with on their own merit at the time; and with the knowledge that we have.</p> <p>Financially the Parish Council has prevented too much of an increase on the precept, as we wished to minimise the impact on residents, though have tried to ensure that we keep pace with inflation to protect us. We are continuing to resist taking over responsibility for highways and other activities from MBC and LCC as we feel we haven't the resources or funds to deal with them without affecting residents disproportionately through the precept.</p> <p>The parish council are still concerned about the issue of traffic speed over the top of the village and the potential increase due to Melton's south expansion. We are starting further works to raise our concerns with LCC and Highways, especially with the increase of southern development underway, and the increasing emergence of the Southern relief road being given backing. We wish to encourage residents that if they perceive and issue with individual drivers that they record vehicle details and either contact firms directly (if Lorries) or inform a member of the parish council who will take it forward to the relevant authorities.</p> <p>With the recent Parish Election there were insufficient interested parties to force an election and thus those who were nominated automatically become Parish councillors.</p> <p>Co-option is still an option for the remaining vacancy, and it's hoped this can be filled accordingly.</p> <p>I would therefore just like to thank all councillors for their efforts and support over the past year.</p>	
10.	<p>Review the Responsible Financial Officer Delegation</p> <p>The Parish Clerk, Victoria Webster will be appointed as the RFO.</p>	
11.	<p>Review the Internal Auditor Provision</p> <p>Auditing Solutions Ltd were a new Internal Audit provision for the Parish Council this year and all Councillors and the RFO agreed that they were pleased with the service received. Auditing Solutions Ltd are to be appointed for the internal audit of the 2019/20 accounts.</p>	
12.	<p>Review of Insurable Risks Insurance Cover</p> <p>The Parish Councils insurance provision is due for renewal on the 1st June 2019. Three quotes have been received and were considered by the Councillors. All Councillors agreed the most suitable quote was with Inspire and that the agreement</p>	

	should be taken for a 3-year period ending 31 st May 2022 as this offered the best premium at a cost of £377.89 per annum.																																					
13.	<p>Review Policies and Procedures</p> <ul style="list-style-type: none"> ▪ Standing Orders. This is an entirely new document following the introduction of the new model from NALC. All Councillors agreed to this document and had no queries. ▪ Financial Regulations. This is an entirely new document following the introduction of the new model from NALC. All Councillors agreed to this document and had no queries. ▪ Asset Register. There were no assets to add or remove for 2018/19. This was signed off by the Chair. ▪ Risk Assessment. The Control was amended in: ‘Sound budgeting to underlie annual precept’ to include ‘Expenditure against budgets is reported at each Parish meeting’ following the recommendation that this procedure is carried out by the Internal Auditor. The document was accepted and signed off by the Chair. ▪ Clerks Job Description. In the responsibility: to produce the annual estimates on which the formal precept is based, for agreement at the January council meeting. January was changed to December. All Councillors agreed to this change. ▪ Code of Conduct. No changes were required. ▪ Complaints Procedure. No changes were required. ▪ Disciplinary Procedure. No changes were required. ▪ Equal Opportunities Policy. No changes were required. ▪ Freedom of Information Act Policy. No changes were required. ▪ Grievance Policy. No changes were required. ▪ Health & Safety Policy. No changes were required. ▪ Internal Control Systems. No changes were required. This was signed off by the Chair. ▪ Reserves Policy. No changes were required. 																																					
14.	<p>Accounts</p> <ul style="list-style-type: none"> ▪ The Clerk presented the following accounts for payment: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Chq No.</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;"></th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>000379</td> <td>Kirby Bellars Village Hall</td> <td>Rent</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>000380</td> <td>D. Overfield</td> <td>Mowing</td> <td style="text-align: right;">£35.00</td> </tr> <tr> <td>000381</td> <td>Auditing Solutions Ltd</td> <td>Internal Auditor</td> <td style="text-align: right;">£180.00</td> </tr> <tr> <td>000382</td> <td>2commune</td> <td>Website, Domain, Email</td> <td style="text-align: right;">£360.00</td> </tr> <tr> <td>000383</td> <td>LRALC</td> <td>Training Course</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>000384</td> <td>LRALC</td> <td>LRALC & NALC membership</td> <td style="text-align: right;">£159.65</td> </tr> <tr> <td>000385</td> <td>A. Smith</td> <td>2018/19 Chairman’s Allow</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>000386</td> <td>Kirby Bellars Village Hall</td> <td>2018 Maintenance Grant</td> <td style="text-align: right;">£500.00</td> </tr> </tbody> </table> <p>It was agreed the accounts were correct and the cheques were signed.</p> <ul style="list-style-type: none"> ▪ Internal Audit Report and approval of Exemption Certificate The Internal Auditor identified no issues warranting formal comment or recommendations. The following points were identified: <ul style="list-style-type: none"> - It was suggested that cheque signatories also initial the invoice when signing the cheque and initialling the cheque stub - Check the VAT reclaim for the period 01.01.16 – 31.03.17 	Chq No.	Payee		Amount	000379	Kirby Bellars Village Hall	Rent	£40.00	000380	D. Overfield	Mowing	£35.00	000381	Auditing Solutions Ltd	Internal Auditor	£180.00	000382	2commune	Website, Domain, Email	£360.00	000383	LRALC	Training Course	£40.00	000384	LRALC	LRALC & NALC membership	£159.65	000385	A. Smith	2018/19 Chairman’s Allow	£100.00	000386	Kirby Bellars Village Hall	2018 Maintenance Grant	£500.00	
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	<ul style="list-style-type: none"> - Consider the appropriateness of the level of the general reserves - Provide Councillors with regular management accounting information by showing actual expenditure against the budget allocated to create an accurate picture at each review of the accounts <p>The Exemption Certificate was signed by the Chair and RFO.</p> <ul style="list-style-type: none"> ▪ Approval of Annual Accounts and Annual Governance Statement for 18/19 The annual accounts for 18/19 show a total expenditure of £6369.42 and income of £9165.26. The accounting statement for 2018/19 was accepted and the Annual Governance Statement was signed by the Chair. ▪ Councils Expenditure Incurred under S.137 for 18/19 The council made no expenditure under S.137 during 2018/19. ▪ Clerks 2% salary increase in line with the nationally agreed settlement from 1st April 2019 It was agreed that this increase should be implemented. ▪ Precept Receipt The first payment of £4625.00 of the 2019/20 precept was received on the 29th April 2019. 	
15.	<p>Future Meeting Dates</p> <p>The following meeting dates have been scheduled for the Kirby Bellars Parish Council:</p> <ul style="list-style-type: none"> ▪ 11th July 2019 ▪ 12th September 2019 ▪ 12th December 2019 ▪ 12th March 2020 ▪ 14th May 2020 <p>A new start time of 7.45pm is to be introduced from the 11th July for all meetings going forward.</p>	
16.	<p>Planning Applications</p> <ul style="list-style-type: none"> ▪ 19/00096/FUL 33 Main Street. Proposed 2-bedroom single storey dwelling. No decision has been reached yet. ▪ 19/00133/GDOAGR Thorpe Satchille Road. Proposed new agricultural building. No decision has been reached yet. ▪ 19/00300/VAC Land at 36 Main Road. Removal of Condition 7. The application has been withdrawn. ▪ 19/00256/FUL Erection of 3 detached dwellings, Main Street. Resubmission of original application. No decision has been reached yet. ▪ 19/00369/FUL Thorpe Satchille Road. Erection of steel framed barn. No decision has been reached yet. 	
17.	<p>Data Protection Regulations – further review/update</p> <p>As a Parish Council we are obliged to pay a data protection fee to the Information Commissioners’ Office (ICO) for which they have recently introduced a new fee structure. There is now a three-tier fee structure as follows:</p> <ul style="list-style-type: none"> ▪ Up to 10 members of staff £40 per year ▪ More than 10 members of staff but less than 250 £60 per year ▪ More than 250 staff members £2900 per year <p>Therefore, the fee which Kirby Bellars Parish Council is liable to pay is £40 per year.</p>	
18.	<p>Funding Requests</p> <p>No new requests have been received.</p>	

	At the previous Parish Council meeting on the 7 th March, a funding request was received from St Peters Church, Kirby Bellars. Prior to receiving this request, the Parish Council had been advised of a potential issue contributing to the church towards grounds maintenance whereby the Parish Council could potentially not legally be able permitted to do this. Further clarification was sought on this from LRALC and St Peters Church will now be consulted on the situation.	
19.	LRALC 2019 Annual General Meeting A representative of the Parish Council needs to be appointed to attend the AGM on Saturday 15 th June. DD volunteered to be the Kirby Bellars Parish Council representative.	
20.	Correspondence <ul style="list-style-type: none"> ▪ Letter received from Working Together to tackle the Home Care Challenge inviting a Councillor to attend a forthcoming event. This invitation was declined. ▪ Email received from LCC informing the Parish Council of a temporary road closer on Station Lane. This information has been posted on the Parish Council website. ▪ NALC has issued a guide in relation to the Community Infrastructure Levy (CIL). ▪ Letter received from Bank of Ireland informing the Parish Council about changes to their interest rate for the Business Current Account we hold with themselves. This is changing from 0.01% to Nil. 	
21.	Any Other Business <ul style="list-style-type: none"> ▪ Review the Planning Officer delegation Cllr Alan Batten agreed to take on this responsibility for 2019/20. ▪ Review the Heritage Warden delegation Cllr David Davies agreed to take on this responsibility for 2019/20. ▪ Local Environment. DD would like to see the Parish Council encourage Parishioners with the village wildlife and encourage tree planting. He would also like to see the state of the river improved as it is currently in a poor stage. DD will investigate this and report back. 	
22.	Date of Next Meeting 11 th July 2019, 7.30pm	

Signed: _____

Date: _____