



KIRBY BELLARS PARISH COUNCIL

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

Minutes of The Annual Parish Council Meeting and the Annual Parish Meeting held on 14th May 2020 at 7.30pm, via Zoom

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

In Attendance: Victoria Webster (VW) – Clerk

Absent: Cllr Ronan Browne (RB)

	Agenda Items	Action By
1.	Election of Chair All Councillors agreed to elect Cllr Smith as the Chair.	
2.	Election of Vice Chair All Councillors agreed to elect Cllr Ingham as the Vice Chair.	
3.	Acceptance of Office Declarations of Acceptance of Office and Declarations of Interest forms were completed by Cllr Smith, Cllr Ingham, Cllr Batten, Cllr Simkin and Cllr Davies.	
4.	Apologies Cllr Joe Orson gave his apologies.	
5.	Declarations of Interest CI declared an interest in planning application 20/00090/COU.	
6.	Public Participation There was no public participation.	
7.	Minutes of the Previous Meeting The minutes of the meeting of the 12 th March 2020 were accepted as true and correct and signed by the Vice Chair.	
8.	Matters Arising from the Previous Meeting of 12th March 2020 <ul style="list-style-type: none"> ▪ VW is to write to the church and explain that the council are unable to support such work but outline that we are able to support charitable works in caring for the past and present residents of Kirby Bellars. Complete. ▪ RB is going to invite Audrey Danvers to the next parish council meeting. On- 	RB

	<p>going.</p> <ul style="list-style-type: none"> ▪ DD to arrange a date for the village litter pick and notify the village. On-going. 	DD
9.	<p>Chairman's Report</p> <p>The majority of the last year has been very quiet with only the last few months of the year taking a different turn with the arrival of the Coronavirus. Whilst this has not had a huge impact on the Parish Council itself, it has seen the Councillors assisting with a variety of community led initiatives to help and assist the villagers of Kirby Bellars. This turn of events did however provide the Parish Council with the opportunity to hold their very first remote Parish meeting using Zoom.</p> <p>It has been good to have both Cllr Davies and Cllr Simkin on board with the Parish Council and they have both contributed greatly. Cllr Davies is the Parish Tree and Heritage Warden which is proving to be a real bonus for the village.</p> <p>Traffic continues to be a concern through the village, but this is accompanied with the good news that the speed sign on the A607 is being adopted by the Council who have agreed to replace it at their cost.</p> <p>The Parish Council remains financially strong which meant there was no increase on the precept for 2020/21. 2019/20 saw a change in the bank which the Parish Council use to Unity Bank which we feel is more suited to our needs. We continue to support St Peters church, the drop-in club and the village hall.</p> <p>No different challenges have arisen this year with planning, but the issue remains as to what changes the village from unsustainable to sustainable to enable the village to see some gradual, natural growth.</p> <p>Cllr Smith thanked everyone for their support.</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 have just conducted the audit for the second year and VW reported that the process was exceptionally smooth, encountered no issues and that as a company they are very approachable and helpful. Auditing Solutions Ltd are to be appointed for the internal audit of the 2020/21 accounts.</p>	
12.	<p>Review of Insurable Risks and Insurance Cover</p> <p>The Parish Councils insurance provision is due for renewal on the 1st June 2020. All Councillors have read through the insurance documents and are happy to proceed into the second year of the three-year agreement at a cost of £387.72 for the year.</p>	
13.	<p>Review Policies and Procedures</p> <ul style="list-style-type: none"> ▪ Standing Orders. A number of legal issues have been updated in this document and the NALC template was used to produce this to ensure accuracy. All Councillors agreed to this document and had no queries. ▪ Financial Regulations. A number of legal issues have been updated in this document and the NALC template was used to produce this to ensure accuracy. All Councillors agreed to this document and had no queries. ▪ Asset Register. The new grit bin was included on the Asset Register. This was signed off by the Chair. 	

	<ul style="list-style-type: none"> ▪ Risk Assessment. Under ‘Financial controls and records’ the control was changed to ‘Reconciliation prepared by Clerk and checked by the Chair and at least one other councillor at each Parish Council meeting.’ This document was accepted and signed off by the Chair. ▪ Clerks Job Description. No changes were required. ▪ Code of Conduct. No changes were required. ▪ Complaints Procedure. No changes were required. ▪ Disciplinary Policy. A number of legal issues have been updated in this document and the NALC template was used to produce this to ensure accuracy. All Councillors agreed to this document and had no queries. ▪ Equal Opportunities. No changes were required. ▪ Freedom of Information Act Policy. A lot of the documents that can be requested to be seen are available on the Parish Council website and the document was changed to identify which documents were. All Councillors agreed to the document and had no queries. ▪ Grievance Policy. No changes were required. ▪ Health & Safety Policy. No changes were required. ▪ Internal Control Systems. This was changed to reflect payments being made via bank transfer as well and cheque and how a schedule of payments should be approved at each Parish Council meeting prior to transfers being made. This document was accepted and signed off by the Chair. ▪ Reserves Policy. No changes were required. 																					
14.	<p>Accounts</p> <ul style="list-style-type: none"> ▪ Approve the schedule of payments to be made via bank transfer: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Payee</th> <th style="text-align: right; border-bottom: 1px solid black;">Amount</th> </tr> </thead> <tbody> <tr> <td>Derek Overfield Mow the grass adjacent to the Main Road on 05.05.20</td> <td style="text-align: right; vertical-align: bottom;">£35.00</td> </tr> <tr> <td>Auditing Solutions Ltd Internal Audit provision 2019/20</td> <td style="text-align: right; vertical-align: bottom;">£186.00</td> </tr> <tr> <td>Came & Company Insurance 01.06.20 – 31.05.21</td> <td style="text-align: right; vertical-align: bottom;">£387.72</td> </tr> <tr> <td>NALC and LRALC Membership 2020/21</td> <td style="text-align: right; vertical-align: bottom;">£174.03</td> </tr> <tr> <td>Derek Overfield Mow the grass adjacent to the Main Road on 15.04.20</td> <td style="text-align: right; vertical-align: bottom;">£35.00</td> </tr> <tr> <td>Derek Overfield Mow the grass adjacent to the Main Road on 01.04.20</td> <td style="text-align: right; vertical-align: bottom;">£35.00</td> </tr> <tr> <td>St Peter’s Church Kirby Bellars Donation Donation to support the charitable works for past and present residents</td> <td style="text-align: right; vertical-align: bottom;">£500</td> </tr> <tr> <td>2commune Website housing, domain names and email account for 2020/21</td> <td style="text-align: right; vertical-align: bottom;">£372.00</td> </tr> <tr> <td>Kirby Bellars Village Hall Use of Village Hall for Parish Council meeting on 12.03.20</td> <td style="text-align: right; vertical-align: bottom;">£20.00</td> </tr> </tbody> </table>	Payee	Amount	Derek Overfield Mow the grass adjacent to the Main Road on 05.05.20	£35.00	Auditing Solutions Ltd Internal Audit provision 2019/20	£186.00	Came & Company Insurance 01.06.20 – 31.05.21	£387.72	NALC and LRALC Membership 2020/21	£174.03	Derek Overfield Mow the grass adjacent to the Main Road on 15.04.20	£35.00	Derek Overfield Mow the grass adjacent to the Main Road on 01.04.20	£35.00	St Peter’s Church Kirby Bellars Donation Donation to support the charitable works for past and present residents	£500	2commune Website housing, domain names and email account for 2020/21	£372.00	Kirby Bellars Village Hall Use of Village Hall for Parish Council meeting on 12.03.20	£20.00	
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	<p>It was agreed the payments were correct and the transfers can be made.</p> <ul style="list-style-type: none"> ▪ Approval of Annual Accounts and Annual Governance Statement for 2019/20 <p>The annual accounts for 2019/20 show a total expenditure of £6649.25 and income of £9251.68. The accounting statement for 2019/20 was accepted and the Annual Governance Statement was signed by the Chair.</p> <ul style="list-style-type: none"> ▪ Internal Auditor Report and approval of Exemption Certificate <p>The Internal Auditor identified no issues warranting formal comment or recommendations. The following point was identified:</p> <ul style="list-style-type: none"> - The council should ensure a VAT reclaim for the period up to the 31st March 2020 is submitted without delay and that subsequent claims should be done annually. The Exemption Certificate was signed by the Chair. <ul style="list-style-type: none"> ▪ Council's Expenditure Incurred under S.137 for 2019/20 <p>The council made no expenditure under S.137 during 2019/20.</p> <ul style="list-style-type: none"> ▪ Precept Receipt <p>The first payment of £4625.00 of the 2020/21 precept was received on 4th May 2020.</p>	
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"> ▪ 9th July 2020 ▪ 10th September 2020 ▪ 10th December 2020 ▪ 11th March 2021 ▪ 20th May 2021 <p>All meetings will start at 7.30pm.</p>	
16.	<p>Planning Applications</p> <ul style="list-style-type: none"> ▪ 19/00256/FUL Erection of 3 detached dwellings, Main Street. Resubmission of original application. No decision has been reached yet. Cllr Smith reported that a Housing Strategy Report has now been completed. Cllr Smith to email a copy to all Councillors. ▪ 19/01310/FUL. Land North of Ashby Folville Road. Reinstatement of barn for conversion to dwelling including the conversion of an existing barn. No decision has been reached yet. ▪ 20/00090/COU. Land and agricultural building North of Pringle. Retrospective change of use of land to agricultural and land drainage business. No decision has been reached yet. ▪ 20/00226/FIL. Land on the East Side of Gaddesby Lane. Erection of agricultural/fish farm storage building. No decision has been reached yet. <p>It is known that the Melton Borough Council Planning Committee have been continuing to meet virtually and making decisions this way rather than appointing the Chief Planning Officer to make decisions.</p>	AS
17.	<p>Closure of Bank of Ireland Account</p> <p>VW reported that all funds from the Bank of Ireland bank account have now been transferred to the new Unity bank account. Are all Councillors therefore happy for this account to be closed? All Councillors agreed to the closing of the Bank of Ireland account.</p>	

18.	<p>Right of Written Statement of Terms</p> <p>As part of the government's plans to provide clarity for employers and workers, the right to a written statement of employment particulars is being extended. From the 6th April, written statements will have to include a number of additional particulars. The right to a statement is also being extended to workers and, from April, it will be a day-one right (rather than employers having two months from the employee starting work to provide a statement). Nearly all aspects of what is required to be in the Written Statement of Terms is already included in the Contract of Employment for the Clerk, so to ensure compliancy of this the Contract of Employment was updated using the latest NALC template. All councillors agreed to this change.</p>	
19.	<p>Tree and Heritage Warden Update by David Davies</p> <p>There is not much to report due to the current Coronavirus situation. A survey of the ash trees in the parish needs to be conducted and there is no known authority who already does this. Cllr Davies will review the Ash trees as they start to come out to see how easy it is to pinpoint issues and will then ask for volunteers to assist with the survey. Cllr Davies will need to consult with landowners for trees on private property. Cllr Davies will start his review on the Lanes, Roads and public footpaths. To be reviewed at the next meeting.</p>	DD
20.	<p>Funding Requests</p> <p>No new requests have been received.</p>	
21.	<p>Correspondence</p> <p>VW has received a great deal of correspondence electronically over the last two months in relation to the Coronavirus which has been distributed to the Councillors upon receipt due to the fast-paced nature of the current situation. There is no further correspondence to report.</p>	
22.	<p>Any Other Business</p> <ul style="list-style-type: none"> ▪ Planning Councillor <p>Cllr Batten will continue as the Councillor for planning for the forthcoming year.</p> <ul style="list-style-type: none"> ▪ Tree and Heritage Warden <p>Cllr Davies will continue at the Tree and Heritage Warden for the forthcoming year.</p> <ul style="list-style-type: none"> ▪ The concrete bench situated outside the village hall is decaying and could potentially be replaced with an alternative. Neither of the benches are owned by the Parish Council but could this be adopted by the Parish Council to ensure it is risk assessed and covered by the insurance. It was believed that this would be acceptable as this was the case previously for another bench. 	
23.	<p>Date of Next Meeting</p> <p>9th July 2020.</p>	

Signed: _____

Date: _____