

Kirby Bellars Parish Council

Minutes of the Annual Meeting held on 11 May 2017 at 7.30pm, at the Village Hall.

Present Cllr Smith (Chair), Cllrs. Batten, Ingham.

In attendance Cllr Orson; No members of the public

1 Apologies - Cllr Woolin, , Howe, Hutchinson

2 Dispensations - None requested

3 Chairman's Report

Throughout the past year the Parish Council has continued to follow up and keep pressure on Severn Trent to provide a solution to the long running sewage smell issue. Severn Trent have a solution in mind and are firming up their proposals – we expect to learn more about this in July. Continued focus did mean that the Great Dalby pumping station system was maintained throughout last year and smell issues were minimal. The PC will continue to maintain the focus and pressure.

The most major issue confronting the Village has been the odour from the pig farm on Main Road, this is continuing to be well documented and is with the environmental agency. Enforcement action has gone to appeal and the PC are awaiting the outcome.

Financially, the Parish Council made only a small increase in the precept as it wishes to minimise the impact on residents. We are also resisting 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.

Planning Issues – this has been relatively uneventful this year, though it is still difficult to gauge how planning applications will be received by Melton Borough Council as the new Local Plan is not yet in place. All applications are dealt with on their own merit at the time and with the knowledge that we have.

The Parish Council is still concerned about the traffic speed on the A607 through the village and the potential increase in volume due to Melton's southern expansion. We will continue to monitor and report to the various authorities our concerns. We wish to encourage residents that if they perceive an 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,

- 4 Acceptance of Office & Register of Interests
 - a All councillors confirmed no changes were needed to their Register of Interests Form.

- 5 Election of Chair

Resolved Cllr Smith be elected Chairman

- 6 Election of Vice Chair

Resolved Cllr Woollin be elected vice Chairman

- 7 Election of Responsible Financial Officer

Resolved that Sue Booth, the Parish Clerk be appointed the RFO

- 8 Internal Auditor

Resolved that Richard Willcock be appointed internal auditor.

- 9 Responsible person planning

Resolved that Cllr Ingham be responsible person planning.

- 10 Heritage and Tree wardens

None appointed.

- 11 Risk Assessment
 - a The Council's insurance has been placed with Came & Company for a 3 year period ending 31 May 18. The premium this year is £ 335.90. There were no assets purchased to add to the schedule. SB
 - b The risk assessment completed by the Clerk was accepted. The four village seats are to be checked by the Chair to ensure they are in a good safe condition. AS
 - c Standing Orders & Financial Regulations. No amendment. A copy to be forwarded to all Councillors. SB
 - d The Statement of Internal Control was reviewed and it was agreed that no amendments were needed at this time.
 - e The Clerks job description was reviewed and maintaining the Parish Council website was added to the description.
 - f The Clerks salary was reviewed and it was agreed to implement the second year of the nationally agreed settlement. This being 1% wef April 2017.

- 12 Minutes of the previous meeting

- a The minutes of the meeting of the 9 February were agreed.
- 13 Matters arising from the minutes
- a None.
- 14 Public Participation
- a Cllr Orson has been made leader of Melton BC. The Local Plan has not yet been submitted to central Government. Refer to Melton BC website for more information.
- 15 Planning Applications & enforcement
- a Notice received of an outline planning application in Frisby on the Wreake for 48 dwellings to the north of the A607.
- 16 STWA & Sewer Smells Update
- a STWA have indicated that they intend to begin work on a new sewer route in late July and that they will organise a session in the village hall to inform residents of the work to be carried out early in July.
- 17 Pig Farm -Update
- a The case has been presented in court, the plaintiff is installing new equipment at the end of May to mitigate the odours. It is understood there will be a further court review at the end of August to consider the effectiveness of the new measures being introduced.
 - b The Clerk was asked to remind Melton BC of the 7.5 ton weight restriction on Station Lane in connection with the new access which is being applied for. SB
- 18 Funding requests - Village Hall Committee
- The Chair declared an interest in this item and took no further part in the discussion.
- a The village Hall Committee have asked if a further donation of £3,000 can be made to support the installation of a new

heating system and refurbishment of the kitchen. This is to support a grant application being made by the village Hall committee. This amount has previously been agreed when the 2017/18 budget was set. With the outstanding balance from 2016/17 the total to be granted to the village hall is now £6,000. SB

19 Pension Auto-enrolment - completed

a The Clerk has completed the auto enrolment process. At the present time there are no employees of the Parish Council who qualify to be enrolled on the NEST pension scheme.

20 Accounts & Approval of Accounts for 2015/16 (including receiving the Internal Audit report)

a The Clerk presented the following accounts for payment;

Cheque No.	Payee	Amount
323	LRALC - Annual Subscription	£ 156.18
324	Came & Company - Annual Insurance policy	£ 335.90
325	Redwood Pryor Ltd - Annual Audit	£ 168.00
326	2commune - website licence & domain	£360.00
327	Village hall - rent for room hire 11 may	£ 20.00
328	St Peters Church - towards ground mtce	£500.00
329	S Booth - Clerks sal & exps apr/may	£ 513.51

The precept for the first half year (£4,375) was received on 20 April 2017 together with the additional support grant (£18.04).

It was agreed the accounts were correct and the cheques were signed. The bank balance at 28 April was £13834.27 and the Chair signed the Cash book (dated 11/5/17) to confirm this. SB

b The internal audit report was received. This raised the following issues;

- that the PC should adopt a complaints procedure
- that the PC should display its risk assessment on the parish website

- that the PC should upload its statement of Internal Control onto the parish website
- that the PC Equal Opportunities statement should be displayed on the parish website
- that the Parish Council should consider a simple reserves policy
- that the Model publication scheme should be uploaded onto the parish website.

The Clerk presented a basic complaints procedure document which the parish council reviewed and agreed to adopt. It was agreed this should be displayed on the Parish Council website. SB

The Clerk reported that all other documents (listed above) have now been displayed on the website. SB

In addition, the audit report noted that at minute 11a of 5/1/17 Minutes, payees and amounts were incorrectly listed against cheque numbers 312,313,314 & 315.

The correct listing is;

Cheque No.	Payee	Amount
312	D Overfield - mowing	£ 35.00
313	S Booth - Reimbursement,office&security	£ 79.98
314	Viking Direct - Stationery	£ 109.26
315	S Booth - Clerks sal & exps oct/nov/dec	£ 769.60

It was agreed that more rigorous checking is required of the minutes.

It was noted that although the Chair checks the bank balance to the cash book at each meeting and signs to indicate that they are corrected, this should be minuted. It was agreed that the Clerk should minute this for each meeting together with a statement of the bank balance. SB

It was noted that items of s137 expenditure are not specifically minuted. The auditor recommends that it is good practice to do so. It was agreed that all s137 expenditure will be identified in the minutes. SB

It was noted that the Clerk does not have a contract of Employment as required by best practice. It was agreed to review the Nalc Contract of Employment and revise as necessary to produce a suitable contract of employment for the Clerk. CI/SB

c Each statement on the Annual Governance Statement was considered in turn for 2016/17 and it was agreed that adequate systems of internal control have been operated during 2016/17. The Chair & Clerk certified the statements.

d The Annual accounts were presented for 2016/17. These have been reviewed by the auditor and appropriate checks have been carried out as set out in the audit report. The accounts show total expenditure of £6878 in 2016/17. Of this £605 was used in support of village developments, and donations of £840 were made, of which £340 was a s137 expenditure. Insurance and administration costs were £5,082 (including subscription, hall rental, audit fees, clerk's salary, chairs allowance, stationery etc) and £175 was spent on grounds maintenance work. The precept was £8,000 and £837 was received from the Transparency Fund towards the additional costs of setting up the new website (including the clerk's additional time). The Accounting Statement for 2016/17 was accepted and signed by the Chairman & Clerk. SB

21 Correspondence

- a Notice of Polls have been received and displayed by the Clerk on the notice board.
- b A request was received from the Historic Register of Heritage at Risk for details of any local buildings that are in a poor state of repair and could be added to their list.
- c Notification of the subscription due for LRALC for 2017/8.
- d The Clerk completed a survey conducted by LRALC of awareness of the Transparency code.
- e A series of rectifications needed around the village have been raised by the Chair and issued to Highways. Highways have acknowledged these and issued a series of reference numbers.
- f An email was received from a local resident concerned about children and dogs being allowed into the field behind the

village hall. The Chair ensured that a note was added to the hiring agreement reminding hirers that the field should not be accessed. The Clerk displayed a notice on the Parish Website advising readers that the field has electric fences and animals are frequently grazed in the field, including sheep, and that dogs may be shot if they are deemed to be causing a nuisance.

- g The Clerk submitted a complaints form to Highways (ref FS51330944) regarding overhanging trees/dead branches on the approach to the church in Main Street. This has previously been referred by Cllr Batten but little response had been received.
- h Notice from Highways /Customer Services that the request for a missing (7 and a half ton limit) sign on Station Lane, Kirby Bellars is being dealt with.
- i Cllr Ingham completed a tree survey on behalf of the Parish Council.
- j The next Parish Council Liaison meeting is scheduled to take place on 22 May at 7pm in the Council Chamber, Melton BC.

22 Any Other Business

- a Cllr Batten informed that English Heritage are interested in undertaking a survey in the village next year. This would involve residents, who wish to participate, in digging a small pit and recording any finds that are made.
- b Cllr Batten has located four old Parish Council Minute Books from Dec 1894 to May 1997. The Councillors present had a look at the books and read some of the entries. The books to be passed to Cllr Woolin as he expressed an interest in seeing them and then to be passed back to Cllr Batten as Alan Fox has agreed to take them to the County Archives for safe keeping. DW/AB

23 Date and time of Next Meeting

- a The next meeting of the Kirby Bellars Parish Council is scheduled for Thursday 6 July at 7.30pm in the Village Hall.

Signed

Chairman of Kirby Bellars Parish Council

Date

July 2017